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MONTANA BUSINESS LICENSING CENTER HANDBOOK

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This license is issued by the Secretary of Commerce, Helena, Montana, in compliance with Sections 20-0-041 through 20-0-046, MCA, and expires December 31, 1992.

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**MONTANA DEPARTMENT OF COMMERCE
1424 NINTH AVENUE
HELENA, MONTANA 59620**

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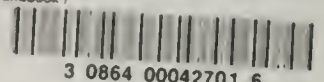
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HANDBOOK

MONTANA BUSINESS LICENSING CENTER

**DEPARTMENT OF COMMERCE
1424 — 9TH AVENUE
HELENA, MONTANA 59620**

**CENTER PHONE: (406) 449-3757
JOHN MALONEY
COORDINATOR**

**RESEARCH AND HANDBOOK
COMPILED BY CATHY E. FULLER**

DEPARTMENT OF COMMERCE



TED SCHWINDEN GOVERNOR

1424 9TH AVENUE
CAPITOL STATION

STATE OF MONTANA

HELENA, MONTANA 59620

March, 1982

Dear Friend:

The Montana Small Business Licensing Coordination Act was enacted in 1981 to encourage the growth of small business in Montana. The intent of this law is to streamline and minimize the government and business costs associated with state licensing procedures.

The Montana Business Licensing Center is responsible for developing and distributing information concerning state licensing requirements and for providing assistance to facilitate compliance with these requirements.

This handbook, a compilation of the permits and licenses required for various businesses, will provide business people with the licensing information they need to open a business in Montana.

I invite your comments and suggestions on how your business needs can be better served by the Department of Commerce.

Sincerely,

Gary Buchanan
DIRECTOR

PREFACE

The small businessman has witnessed a proliferation of licensing requirements in recent years. An enterprise that required one license a decade ago could easily require a half dozen or more today. A number of agencies, at all levels of government, issue licenses for various types of businesses. Each license represents a response to a legitimate problem.

At the same time, we are witnessing growing dissatisfaction with the complexity of government procedures associated with these licensing programs. The Montana Business Licensing Center was established to eliminate some of the problems faced by business people attempting to comply with state regulations.

This handbook is a compilation of state licenses and permits required by law, combined with the state agency that issues each. Most required application information for licenses listed herein can be obtained from the Business Licensing Center of the Department of Commerce as well as from the issuing agency.

Every effort has been made to be accurate and comprehensive. However, this is not a legal document and should not be relied on exclusively to determine legal responsibilities.

The Department of Commerce would like to express its thanks to all government agencies that assisted in the compilation of the information contained in this handbook. We encourage comments, criticisms and suggestions on the format and extent of the information. As ideas are received, they can be incorporated into future editions.

MARCH 1982

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DEPARTMENT OF ADMINISTRATION

BUILDING CODES DIVISION

1218 East 6th Avenue
Helena, Montana 59620

(406) 449-3933

LICENSE: ELECTRIC PERMIT*
BUILDING PERMIT*
MECHANICAL PERMIT*
PLUMBING PERMIT*
PASSENGER ELEVATOR ANNUAL OPERATING CERTIFICATE**

COST: Variable

CODE/ARM: MCA Title 50, Chap. 60; ARM Chap. 32

* These permits are required for new construction and remodeling work.

** New passenger elevators also require a construction permit.

ARCHITECTURE & ENGINEERING DIVISION

1500 East 6th Avenue
Helena, Montana 59620

(406) 449-3104

LICENSE: CERTIFICATE TO OPERATE TRAMWAY

COST: Aerial Passenger Tramway \$100.00 each
Ski Mobiles or Chairlifts 50.00 each
J-Bar, T-Bar, Platter Pull 25.00 each
Rope or Wire Tow 15.00 each

LICENSE: CERTIFICATE OF REGISTERED TRAMWAY ENGINEER

COST: Application - \$10.00; Renewal - \$5.00

CODE/ARM: MCA Title 23, Chap. 2; ARM Title 2, Chap. 31

DEPARTMENT OF COMMERCE

CONSUMER AFFAIRS UNIT

1424 9th Avenue
Helena, Montana 59620

(406) 449-3163

LICENSE: PROPRIETARY SCHOOL LICENSE

COST: \$50.00; Renewal - \$25.00
\$10,000 Surety Bond required

CODE/ARM: MCA Title 20, Chap. 30; ARM Title 8, Chap. 2

LICENSE: PROPRIETARY SCHOOL AGENT PERMIT

COST: \$25.00; Renewal - \$10.00
\$1,000.00 Surety Bond required

CODE/ARM: MCA Title 20, Chap. 30; ARM Title 8, Chap. 3

MILK CONTROL BUREAU

1424 9th Avenue
Helena, Montana 59620

(406) 449-3163

LICENSE: PRODUCER, PRODUCER-DISTRIBUTOR, DISTRIBUTOR AND
JOBBER LICENSE

COST: \$2.00 each annually

CODE/ARM: MCA Title 81, Chap. 23

FINANCIAL INSTITUTIONS

1424 9th Avenue
Helena, Montana 59620

(406) 449-3163

LICENSE: CONSUMER LOAN LICENSE

COST: \$175.00; Renewal - \$125.00

CODE/ARM: MCA Title 32, Chap. 5

LICENSE: CONSUMER LOAN SUPPLEMENTARY LICENSE

COST: \$75.00 annually

CODE/ARM: MCA Title 32, Chap. 5

LICENSE: SALES FINANCE COMPANY LICENSE

COST: \$100.00 annually

CODE/ARM: MCA Title 31, Chap. 1

BUREAU OF WEIGHTS AND MEASURES

1424 9th Avenue
Helena, Montana 59620

(406) 449-3163

LICENSE: PETROLEUM DEALER'S LICENSE

COST: Variable

CODE/ARM: MCA Title 52, Chap. 15

LICENSE: WEIGHING DEVICE LICENSE

COST: Variable

CODE/ARM: MCA Title 30, Chap. 12

DEPARTMENT OF FISH, WILDLIFE AND PARKS

LAW ENFORCEMENT DIVISION

1420 East 6th Avenue
Helena, Montana 59620

(406) 449-2452

LICENSE: OUTFITTER LICENSE

COST: Resident \$50.00; Non-resident \$150.00

CODE/ARM: MCA Title 87, Chap. 4; ARM Title 12, Chap. 6

LICENSE: PROFESSIONAL GUIDE LICENSE

COST: Resident \$15.00; Non-resident \$100.00

CODE/ARM: MCA Title 87, Chap. 4; ARM Title 12, Chap. 6

LICENSE: TAXIDERMIST LICENSE

COST: \$15.00

CODE/ARM: MCA Title 87, Chap. 4; ARM None

LICENSE: FUR DEALER LICENSE

COST: Resident \$10.00; Non-resident \$50.00; Fur Dealer Agent \$10.00

CODE/ARM: MCA Title 87, Chap. 4

LICENSE: GAME FARM PERMIT
COST: No Charge
CODE/ARM: MCA Title 87, Chap. 4

LICENSE: SHOOTING PRESERVES LICENSE
COST: \$50.00 for first 160 acres, plus \$20.00 for each additional 160 acres
CODE/ARM: MCA Title 87, Chap. 4

LICENSE: COMMERCIAL MINNOW SEINING LICENSE
COST: \$10.00
CODE/ARM: MCA Title 87, Chaps. 3 and 4; ARM Title 12, Chap. 7

LICENSE: PRIVATE FISH POND LICENSE
COST: No Charge (Corporate Surety Bond of \$500.00 required)
CODE/ARM: MCA Title 87, Chap. 4

LICENSE: ROADSIDE ZOO OR MENAGERIE PERMIT
COST: \$10.00 - 5 animals or less; \$25.00 more than 5 animals
CODE/ARM: MCA Title 87, Chap. 4; ARM Title 12, Chap. 6

FISHERIES DIVISION

1420 East 6th Avenue
Helena, Montana 59620 (406) 449-2449

LICENSE: COMMERCIAL FISHING PERMIT
COST: Class A - \$500.00; Class B - \$200.00; Class X - No Fee
CODE/ARM: MCA Title 87, Chaps. 3 and 4; ARM Title 12, Chap. 7

DEPARTMENT OF HEALTH AND ENVIRONMENTAL SCIENCES

ENVIRONMENTAL SCIENCES DIVISION

FOOD AND CONSUMER SAFETY BUREAU

Cogswell Building
Helena, Montana 59620 (406) 449-2408

LICENSE: FOOD PURVEYOR LICENSE
COST: \$20.00 Annually
CODE/ARM: MCA Title 50, Chap. 50; ARM Title 16, Chap. 10

LICENSE: PUBLIC ACCOMODATION LICENSE
COST: \$20.00 Annually
CODE/ARM: MCA Title 50, Chap. 51; ARM Title 16, Chap. 10

LICENSE: TOURIST CAMPGROUND AND/OR TRAILER COURT LICENSE
COST: \$20.00 Annually
CODE/ARM: MCA Title 50, Chap. 52; ARM Title 16, Chap. 10

LICENSE: SWIMMING POOL OR AREA APPROVAL
COST: None
CODE/ARM: MCA Title 50, Chap. 53; ARM Title 16, Chap. 10

SUBDIVISION BUREAU

Cogswell Building
Helena, Montana 59620 (406) 449-3946

LICENSE: SUBDIVISION CERTIFICATE OR APPROVAL
COST: Maximum of \$30.00 per lot, trailer space or condominium living unit
CODE/ARM: MCA Title 76, Chap. 4; ARM Title 16, Chap. 16

HEALTH SERVICES DIVISION

HEALTH SERVICES DIVISION

Cogswell Building
Helena, Montana 59620 (406) 449-2554

LICENSE: DAY CARE CENTER CERTIFICATE OF APPROVAL
COST: Fees established and collected by Local Health Departments
CODE/ARM: MCA Title 53, Chap. 4; ARM Title 16, Chap. 24

MATERNAL AND CHILD HEALTH SERVICES BUREAU

Cogswell Building
Helena, Montana 59620 (406) 449-2554

LICENSE: APPROVAL TO DO METABOLIC TESTS ON NEWBORNS
COST: None
CODE/ARM: MCA Title 50, Chap. 19; ARM Title 16, Chap. 24

HEALTH AND MEDICAL FACILITIES DIVISION

EMERGENCY MEDICAL SERVICES BUREAU

Cogswell Building
Helena, Montana 59620 (406) 449-3895

LICENSE: AMBULANCE SERVICE LICENSE
COST: \$5.00 Annually
CODE/ARM: MCA Title 50, Chap. 6; ARM Title 16, Chap. 30

FACILITIES LICENSING AND CERTIFICATION BUREAU

Cogswell Building
Helena, Montana 59620 (406) 449-2037

LICENSE: MENTAL HEALTH AND MENTAL RETARDATION INSTITUTIONS LICENSE
COST: 20 beds or less \$20.00
21 beds or more \$1.00 per bed
CODE/ARM: MCA Title 50, Chap. 5; ARM Title 16, Chap. 32

LICENSE: HOSPITAL LICENSE
COST: 20 beds or less \$20.00
21 beds or more \$1.00 per bed *
CODE/ARM: MCA Title 50, Chap. 5; ARM Title 16, Chap. 32

LICENSE: HOSPITAL RELATED FACILITY LICENSE
COST: 20 beds or less \$20.00
21 beds or more \$1.00 per bed
CODE/ARM: MCA Title 50, Chap. 5; ARM Title 16, Chap. 32

HEALTH PLANNING AND RESOURCE BUREAU

Cogswell Building
Helena, Montana 59620 (406) 449-3121

LICENSE: CERTIFICATE OF NEED*
COST: None
CODE/ARM: MCA Title 50, Chap. 5; ARM Title 16, Chap. 32

* Required prior to receiving Health Care Facility License.

LABORATORY DIVISION

MICROBIOLOGY LABORATORY BUREAU

Cogswell Building
Helena, Montana 59620 (406) 449-2642

LICENSE: APPROVAL TO DO PRE-MARITAL SEROLOGICAL TESTS
COST: None
CODE/ARM: MCA Title 40, Chap. 1; ARM Title 16, Chap. 38

LICENSE: APPROVAL TO DO PRE-NATAL SEROLOGICAL TESTS
COST: None
CODE/ARM: MCA Title 50, Chap. 19; ARM Title 16, Chap. 38

DEPARTMENT OF HIGHWAYS

GROSS VEHICLE WEIGHT DIVISION

2701 Prospect
Helena, Montana 59620 (406) 449-2476

LICENSE: TEMPORARY TRIP PERMIT – GVW FORM 32*
COST: \$10.00 - \$20.00 Based on Mileage
CODE/ARM: MCA Title 61, Chap. 10; ARM Title 8, Chap. 8

* Issued to Non-residents in lieu of regular license.

LICENSE: TEMPORARY SPECIAL FUEL LICENSE – GVW FORM 32*
COST: \$30.00
CODE/ARM: MCA Title 15, Chaps. 70-71; ARM Title 18, Chap. 8

* Issued to residents and Non-residents in lieu of regular license through Dept. of Revenue

LICENSE: GROSS VEHICLE WEIGHT FEES RECEIPT – GVW FORM 3
COST: Variable
CODE/ARM: MCA Title 61, Chaps. 3 and 10, ARM Title 18, Chap. 8

LICENSE: LIQUIFIED PETROLEUM GAS LICENSE – GVW FORM 13
COST: \$15.00 - \$1,000.00
CODE/ARM: MCA Title 15, Chap. 71

LICENSE: RESTRICTED ROUTE - LOAD PERMITS - GVW FORM 32*
COST: \$20.00 Trip; \$100.00 Term
CODE/ARM: MCA Title 61, Chap. 10, ARM Title 18, Chap. 8

* Issued for Vehicles hauling in excess of 80,000 pounds

LICENSE: APPLICATION AND SPECIAL PERMIT – GVW FORM 32*
COST: \$10.00 - \$75.00, plus weight mileage fees or \$10.00 - \$50.00
CODE/ARM: MCA Title 61, Chap. 10; ARM Title 18, Chap. 8

* Issued for oversize and/or overweight vehicles and loads.

LICENSE: PROPORTIONAL LICENSING – APPORTIONMENT*
COST: Percentage of miles traveled in Montana
CODE/ARM: MCA Title 61, Chaps. 3 and 10; ARM Title 18, Chap. 8

* For licensing of Interstate Commercial Vehicles

DEPARTMENT OF INSTITUTIONS

ALCOHOL AND DRUG ABUSE DIVISION

1539 11th Avenue
 Helena, Montana 59620 (406) 449-2827

LICENSE: APPROVAL OF ALCOHOL TREATMENT SERVICES
COST: None
CODE/ARM: MCA Title 53, Chap. 24

DEPARTMENT OF JUSTICE

MOTOR VEHICLE DIVISION

Registrar's Bureau
 925 Main
 Deer Lodge 59722 (406) 846-1424

LICENSE: NEW CAR DEALERS' LICENSES
COST: \$25.00 per set of dealer plates
 \$5.00 bonding/filing fee
CODE/ARM: MCA Title 61, Chap. 4

Application must be renewed annually and accompanied by a \$5,000.00 performance bond. Must maintain on file with Registrar's Bureau a copy of current certified sales or franchise agreement.

LICENSE: MANUFACTURERS, DISTRIBUTORS AND IMPORTERS LICENSE
COST: \$15.00 Annually / Renewal in June of each year
CODE/ARM: MCA Title 61, Chap. 4

LICENSE: MOTORCYCLE DEALERS' LICENSES
COST: \$45.00 License Fee
\$5.00 Bonding/Filing Fee
\$3.00 Per Plate
CODE/ARM: MCA Title 61, Chap. 4

Application must be renewed annually and accompanied by a \$5,000.00 Performance Bond. Must maintain on file with Registrar's Bureau a copy of current certified sales or franchise agreement.

LICENSE: TRAILER DEALERS' LICENSES
COST: \$45.00 License Fee
\$5.00 Bonding/Filing Fee
\$3.00 Per Plate
CODE/ARM: MCA Title 61, Chap. 4

Application must be renewed annually and accompanied by a \$5,000.00 Performance Bond.

LICENSE: RECREATIONAL VEHICLE DEALERS' LICENSE
COST: \$25.00 per set of dealer plates
\$5.00 Bonding/Filing Fee
CODE/ARM: MCA Title 61, Chap. 4

Application must be renewed annually and accompanied by a \$5,000.00 Performance Bond. Must maintain on file with Registrar's Bureau a copy of current certified sales or franchise agreement.

LICENSE: USED CAR DEALER'S LICENSE
COST: \$300.00 Initial fee for first year
\$25.00 per set of dealer plates
\$5.00 Bond/Filing Fee
CODE/ARM: MCA Title 61, Chap. 4

Application must be renewed annually and accompanied by a \$5,000.00 Performance Bond. Used car dealer must sell more than five (5) cars per year in order to maintain dealer's license.

DEPARTMENT OF LABOR AND INDUSTRY

WORKERS' COMPENSATION DIVISION

510 Logan
Helena, Montana 59620 (406) 449-3402

LICENSE: BOILER ENGINEERS LICENSE
COST: Low Pressure \$8.00 / Renewal \$4.00
Third Class \$12.00 / Renewal \$4.00
Second Class \$20.00 / Renewal \$4.00
First Class \$30.00 / Renewal \$4.00
CODE/ARM: MCA Title 50, Chap. 74; ARM Title 24, Chap. 30

LICENSE: HOISTING ENGINEERS LICENSE
COST: Second Class \$20.00 / Renewal \$4.00
First Class \$30.00 / Renewal \$4.00
Annual Renewal must have current Physical Form signed by
a medical doctor.
CODE/ARM: MCA Title 50, Chap. 76; ARM Title 24, Chap. 30

LICENSE: CRANE AND HOISTING LICENSE
COST: First Class \$30.00 / Renewal \$4.00
Second Class \$20.00 / Renewal \$4.00
Third Class \$12.00 / Renewal \$4.00
First and Second Class require an Annual Physical Form signed
by a medical doctor. Third Class does not need annual
physical.
CODE/ARM: MCA Title 50, Chap. 76; ARM Title 24, Chap. 30

LICENSE: TRACTION LICENSE
COST: \$12.00 / Renewal \$4.00
CODE ARM: MCA Title 50, Chap. 76; ARM Title 24, Chap. 30

LABOR STANDARDS DIVISION

35 S. Last Chance Gulch
Helena, Montana 59601 (406) 449-5600

LICENSE: PRIVATE EMPLOYMENT AGENCY LICENSE
COST: \$100.00 Plus \$2,000.00 Bond required
CODE/ARM: MCA Title 39, Chap. 5; ARM Title 24, Chap. 19

License application should include a copy of the Contract which the agency uses when placing a client.

PLEASE NOTE: It will also be necessary to register for Workers' Compensation and Unemployment Insurance with the Department of Labor and Industry if more than one employee is hired in any small business.

DEPARTMENT OF LIVESTOCK

STATE VETERINARIAN

Scott Hart Building
301 Roberts
Helena, Montana 59620 (406) 449-2043

LICENSE: GARBAGE FEEDERS LICENSE (TO SWINE)
COST: \$5.00 Annually
CODE/ARM: MCA Title 81, Chap. 2, ARM Title 32, Chap. 6

Must comply with specific cooking of garbage requirements

LICENSE: PERMISSION FOR SALE OR DISTRIBUTION OF
ANIMAL TUBERCULIN
COST: None
CODE/ARM: MCA Title 81, Chap. 2

Department must be notified of destination.

LICENSE: MONTANA QUALITY LABEL
COST: Provided at Department set price
CODE/ARM: MCA Title 81, Chap. 8

Must comply with Departmental inspection and quality requirements.

LICENSE: BUTCHERS LICENSE
COST: \$5.00 Annually for each establishment
CODE/ARM: MCA Title 81, Chap. 9

LICENSE: MEAT PEDDLERS LICENSE
COST: \$100.00 Annually
CODE/ARM: MCA Title 81, Chap. 9

Meat Peddler does not maintain a licensed slaughterhouse or meat market.

LICENSE: SLAUGHTERHOUSE LICENSE
COST: \$1.00 annually
CODE/ARM: MCA Title 81, Chap. 9; ARM Title 32, Chap. 6

Must comply with Departmental sanitary requirements.

LICENSE: RENDERING OR DISPOSAL PLANT LICENSE
COST: \$5.00 Annually
CODE/ARM: MCA Title 81, Chap. 9

Must comply with Departmental sanitary requirements.

LICENSE: POULTRY SLAUGHTERHOUSE LICENSE
POULTRY MEAT PACKINGHOUSE LICENSE
POULTRY MEAT DEPOT LICENSE
COST: None
CODE/ARM: MCA Title 81, Chap. 20; ARM Title 32, Chap. 6

Slaughterhouse means place where poultry are butchered. Meat Packinghouse means place where poultry are prepared and/or processed. Meat Depot means place where poultry products are stored.

LICENSE: EGG DEALERS LICENSE
COST: \$5.00 Annually
CODE/ARM: MCA Title 81, Chap. 20

Applies to those selling more than 25 cases per month.

LICENSE: EGG GRADERS LICENSE
COST: \$5.00 Annually
CODE/ARM: MCA Title 81, Chap. 20; ARM Title 32, Chap. 12

Egg Grader determines by candeling quality and size of eggs.

LICENSE: FLUID MILK PLANT LICENSE
COST: \$50.00 Annually
CODE/ARM: MCA Title 81, Chap. 21

Fluid milk plant is a place where milk or cream is purchased or collected and prepared in liquid form for distribution to consumers.

LICENSE: DAIRY FARMER LICENSE

COST: \$5.00 Annually

CODE/ARM: MCA Title 81, Chap. 21

A dairy is a place selling milk or cream for public consumption in the form in which it was originally produced.

**LICENSE: CONDENSED, EVAPORATED, OR POWERED MILK
FACTORY LICENSE**

COST: \$50.00 Annually

CODE/ARM: MCA Title 81, Chap. 21

LICENSE: MANUFACTURED DAIRY PRODUCTS PLANT LICENSE

COST: \$50.00 Annually

CODE/ARM: MCA Title 81, Chap. 22; ARM Title 32, Chap. 9

Applies to non-fluid dairy products, i.e., cheese, ice cream, butter.

LICENSE: CREAM STATION LICENSE

COST: \$5.00 Annually

CODE/ARM: MCA Title 81, Chap. 22

LICENSE: MANUFACTURED DAIRY PRODUCTS LICENSE

COST: \$5.00 Annually

CODE/ARM: MCA Title 81, Chap. 22; ARM Title 32, Chap. 9

Not required if dairy licensed under MCA Title 81, Chap. 21

LICENSE: GRADER-WEIGHER-SAMPLER AND HAULER LICENSE

COST: \$5.00 Annually

CODE/ARM: MCA Title 81, Chap. 22; ARM Title 32, Chap. 10

Required for grading, weighing, sampling or hauling dairy products.

LICENSE: MILK AND CREAM TESTERS LICENSE

COST: \$10.00 Annually

CODE/ARM: MCA Title 81, Chap. 22; ARM Title 32, Chap. 10

LICENSE: BOVINE SEMEN SHIPMENT PERMIT

COST: None

CODE/ARM: MCA Title 81, Chap. 2; ARM Title 32, Chap. 3

LICENSE: BIOLOGIC SHIPMENT, MANUFACTURE OR SALE PERMIT

COST: None

CODE/ARM: ARM Title 32, Chap. 3

LICENSE: BONE MEAL EXEMPTION PERMIT

COST: None

CODE/ARM: ARM Title 32, Chap. 6

LICENSE: ANIMAL IMPORTATION PERMIT

COST: None

CODE/ARM: ARM Title 32, Chap. 3

LICENSE: ANIMAL IMPORTATION HEALTH CERTIFICATE

COST: None

CODE/ARM: ARM Title 32, Chap. 3

LICENSE: BRUCellosis VACCINATION CERTIFICATE

COST: None

CODE/ARM: Chapter III, Montana Sessions Laws of 1981

LICENSE: MILK DISTRIBUTOR'S PERMIT

COST: None

CODE/ARM: ARM Title 32, Chap. 8

BRANDS-ENFORCEMENT DIVISION

Scott Hart Building

301 Roberts

Helena, Montana 59620

(406) 449-2043

LICENSE: LIVESTOCK MARKET CERTIFICATE OF PUBLIC
CONVENIENCE AND NECESSITY

COST: None

CODE/ARM: MCA Title 81, Chap. 8

Hearing before Board of Livestock is required.

LICENSE: LIVESTOCK BROKERS LICENSE
LIVESTOCK DEALERS LICENSE

COST: \$50.00 Annually

CODE/ARM: MCA Title 81, Chap. 8

LICENSE: HIDE DEALERS OR BUYERS LICENSE

COST: \$5.00 Annually

CODE/ARM: MCA Title 81, Chap. 9

Must comply with departmental inspection requirements.

LICENSE: AERIAL HUNTING PERMIT (OF COYOTES)

COST: \$50.00 for three years

Proportionate amount for lesser time

CODE/ARM: MCA Title 81, Chap. 7; ARM Title 32, Chap. 22

Residency Required.

DEPARTMENT OF NATURAL RESOURCES AND CONSERVATION

CONSERVATION DISTRICTS DIVISION

25 S. Ewing

Helena, Montana 59620

(406) 449-5640

LICENSE: 310 PERMIT

COST: None

CODE/ARM: MCA Title 75, Chap. 7; ARM Title 36, Chap. 6

Permit required for any physical alteration of a natural, perennially flowing stream.

LICENSE	VARIANCE
COST	None
CODE:	MCA Title 76, Chap. 15

Variance required for uses not conforming to land use regulations, which to date have been adopted only by Lewis and Clark Conservation District.

ENERGY DIVISION

25 S. Ewing		
Helena, Montana	59620	(406) 449-3780

LICENSE: CERTIFICATE OF PUBLIC NEED AND ENVIRONMENTAL COMPATIBILITY

COST: Cost of processing application, not to exceed maximums based upon the estimated cost of the facility, according to the following scale:
2% of estimated cost up to \$1 million, plus
1% of estimated cost over \$1 million and up to \$20 million, plus
0.5% of estimated cost over \$20 million and up to \$100 million, plus
0.25% of estimated cost over \$100 million and up to \$300 million, plus
0.125% of estimated cost over \$300 million.

CODE/ARM: MCA Title 75, Chap. 20; ARM Title 37, Chap. 7

Certificate required for *major* facilities of specified capacities that generate or transmit electricity, produce gas or liquid hydrocarbon products from coal, enrich uranium minerals, utilize or convert coal, or utilize geothermal resources, and their associated facilities such as transportation links, aqueducts, dams, and sub-stations. Not pertinent to most small businesses.

OIL AND GAS CONSERVATION DIVISION

25 S. Ewing		(406) 656-0040
Helena, Montana	59620	(406) 449-2611

LICENSE: GEOPHYSICAL EXPLORATION PERMIT

COST: \$5.00 per calendar year and a surety bond of \$10,000 for a single geophysical crew or a blanket surety bond of \$25,000 for all geophysical crews of a firm.

CODE/ARM: MCA Title 82, Chap. 1; ARM Title 36, Chap. 22

Permit required for geophysical exploration using seismographs and explosives.

LICENSE: DRILLING PERMIT

COST: \$25.00 for each well whose depth is 3,500 feet or less.
\$75.00 for each well whose depth is from 3,501 ft. to 7,000 ft.
\$150.00 for each well whose depth is greater than 7,000 feet.

CODE/ARM: MCA Title 82, Chap. 11; ARM Title 36, Chap. 22

Permit required prior to commencing the drilling of a well for oil and gas.

WATER RESOURCES DIVISION

32 S. Ewing
Helena, Montana 59620

(406) 449-2864

LICENSE: FLOODPLAIN PERMIT

COST: \$10.00

CODE/ARM: MCA Title 76, Chap. 5; ARM Title 36, Chap. 15

Permit required for artificial obstructions and nonconforming uses within a designated floodplain or floodway.

LICENSE: BENEFICIAL WATER USE PERMIT

COST: Variable, based on volume of water requested. Minimum is \$5 for an appropriation of less than 5 acre-feet per year. Maximum for appropriations over 50,000 acre-feet per year is \$550 for the first 50,000 acre-feet plus \$5 for each additional 1,000 acre-feet. \$5 for filing Notice of Completion of groundwater development.

CODE/ARM: MCA Title 85, Chap. 2; ARM Title 36, Chap. 12

Permit required before appropriation of water or construction of diversion, impoundment, withdrawal, or distribution works. An exception is made for appropriating groundwater outside a controlled groundwater area, where a permit is not required for a well or developed spring of less than 100 gallons per minute. Within 60 days of completion of such a well or developed spring, the appropriator must file a Notice of Completion with the Department. Not pertinent to small businesses using water from municipal systems.

LICENSE: CHANGE, TRANSFER, OR SALE OF APPROPRIATION WATER RIGHT

COST: \$15.00

CODE/ARM: MCA Title 85, Chap. 2; ARM Title 36, Chap. 12

Approval required for changing the place of diversion or place of use; severing all or any part of a right from the land; selling the right for other purposes or to other lands; or making the right appurtenant to other lands. Not pertinent to small businesses using water from municipal systems.

LICENSE: WEATHER MODIFICATION LICENSE

COST: \$10.00

CODE/ARM: MCA Title 85, Chap. 5; ARM Title 26, Chap. 20

License required for any person desiring to engage in weather modification activities.

LICENSE: WEATHER MODIFICATION PERMIT

COST: 1% of estimated cost of weather modification operation.

CODE/ARM: MCA Title 85, Chap. 5; ARM Title 26, Chap. 20

Permit required before any weather modification or control activity.

LICENSE: LAKESHORE WORK PERMIT

COST: \$10.00

CODE/ARM: MCA Title 75, Chap. 7

Permit required for any work that will alter the course, current, or cross-sectional area of a natural lake of at least 160 acres in size, or its lakeshore, if a local governing body has adopted lakeshore protection regulations.

PUBLIC SERVICE COMMISSION

TRANSPORTATION DIVISION

1227 11th Avenue
Helena, Montana 59620

(406) 449 2549

LICENSE: CERTIFICATE OF PUBLIC CONVENIENCE AND NECESSITY
COST: \$100.00 1-5 counties
\$200.00 6-25 counties
\$300.00 25 counties to statewide
CODE/ARM: MCA Title 60, Chaps. 11 and 12; ARM 38.2.301 through
38.3.3405

Certificate is required for the transportation of goods for hire. Burden or proof is on the applicant to prove that he is fit, willing and able to provide the service and that there is a public need for the service.

DEPARTMENT OF REVENUE

LIQUOR DIVISION

Mitchell Building, Room 375
Helena, Montana 59620

(406) 449-2540

LICENSE: BEER DISTRIBUTORS
COST: \$500.00 Annually plus fee for processing applications
CODE/ARM: MCA Title 16, Chap. 4; ARM Title 42, Chap. 12

LICENSE: WINE DISTRIBUTOR'S LICENSE
COST: \$400.00 Annually plus fee for processing applications
CODE/ARM: MCA Title 16, Chap. 4; ARM Title 42, Chap. 12

LICENSE: BEER/WINE RETAILER'S LICENSE
COST: On-Premises \$200.00 each, off-premises \$200.00 each annually plus fee for processing application
CODE/ARM: MCA Title 16, Chap. 4; ARM Title 42, Chap. 12

LICENSE: LIQUOR LICENSE
COST: From \$400.00 - \$800.00 annually by population plus \$20,000.00 original fee for cities with population over 10,000. Nationally chartered veteran's organizations \$250.00 - \$650.00; railroads and airlines \$300; each special permit \$20.00 - \$30.00; resort \$2,000.00; catering endorsement - \$250.00 annually plus \$40 for each event.
CODE/ARM: MCA Title 16, Chap. 4; ARM Title 42, Chap. 12

MISCELLANEOUS TAX DIVISION

Mitchell Building, Room 321
Helena, Montana 59620

(406) 449 2465

LICENSE: PUBLIC CONTRACTOR'S LICENSE
COST: Class A \$200.00, Class B \$100.00, Class C \$10.00
CODE/ARM: MCA Title 15, Chap. 50, ARM Title 42, Chap. 31

LICENSE: STORE LICENSE
COST: \$11.00 - \$206.00 per year, per store by gross receipts
\$43.50 for wholesale store
CODE/ARM: MCA Title 15, Chap. 57; ARM None

LICENSE: CIGARETTE DEALER'S
COST: \$5.00 to \$50.00 annually
CODE/ARM: MCA Title 16, Chap. 11; ARM Title 42, Chap. 31

MOTOR FUELS TAX DIVISION

Airport Road
Helena, Montana 59620 (406) 449-3474

LICENSE: DIESEL FUEL DEALER'S AND USER'S LICENSE
COST: Variable Plus Surety Bond
CODE/ARM: MCA Title 15, Chap. 70; ARM Title 42, Chap. 28

LICENSE: GASOLINE DEALER'S REFUND PERMITS
COST: \$3.00; renewal \$3.00 every 3 years
CODE/ARM: MCA Title 15, Chap. 70; ARM Title 42, Chap. 27

LICENSE: GASOLINE DISTRIBUTOR'S LICENSE
COST: Required bond amount determined by Division when
application filed
CODE/ARM: MCA Title 15, Chap. 70; ARM Title 42, Chap. 27

NATURAL RESOURCE AND CORPORATION TAX DIVISION

Mitchell Building
Helena, Montana 59620 (406) 449-2499

LICENSE: INDIVIDUALS WHO ENGAGE IN SELLING COAL AT
RETAIL MUST NOTIFY THE DIVISION
INDIVIDUALS WHO PRODUCE OR SELL CEMENT OR
GYPSUM PRODUCTS MUST NOTIFY DIVISION FOR
SPECIAL REPORTING AND LICENSE TAXES.
COST: Variable
CODE/ARM: MCA Title 15, Chaps. 58-59; ARM None

INCOME TAX DIVISION

Mitchell Building
Helena, Montana 59620 (406) 449-2837

LICENSE: REGISTRATION OF EMPLOYER FOR INCOME TAX
PURPOSES.
COST: None
CODE/ARM: MCA Title 15, Chap. 30; ARM Title 42, Chap. 17

SECRETARY OF STATE

CORPORATIONS BUREAU

State Capitol, Room 202
Helena, Montana 59620

(406) 449-3665

CERTIFICATE: REGISTRATION OF ASSUMED BUSINESS NAME

COST: \$15.00 Renewed after 5 years - \$10.00
CODE/ARM: MCA Title 30, Chap. 13

CERTIFICATE: REGISTRATION OF TRADEMARK

COST: \$20.00 Renewed after 5 years - \$20.00
CODE/ARM: MCA Title 30, Chap. 13

CERTIFICATE: CERTIFICATE OF LIMITED PARTNERSHIP

COST: \$15.00
CODE/ARM: MCA Title 35, Chap. 12

CERTIFICATE: ARTICLES OF INCORPORATION

COST: \$15.00 plus license fee based on authorized shares
CODE/ARM: MCA Title 35, Chap. 1

Further forms will be required for any amended certificates.

DEPARTMENT OF SOCIAL AND REHABILITATION SERVICES

COMMUNITY SERVICES DIVISION

111 Sanders
Helena, Montana 59620

(406) 449-3865

LICENSE: DAY CARE LICENSE – 13 OR MORE CHILDREN

COST: None
CODE/ARM: MCA Title 53, Chap. 4; ARM Title 46, Chap. 5

LICENSE: FOSTER CARE

COST: None
CODE/ARM: MCA Title 53, Chap. 5; ARM Title 46, Chap. 5

LICENSE: CHILD CARE AGENCIES – FULL-TIME 13 OR MORE CHILDREN

COST: None
CODE/ARM: MCA Title 41, Chap. 3; ARM Title 46, Chap. 5

LICENSE: GROUP HOMES

COST: None
CODE/ARM: MCA Title 53, Chaps. 4 and 20; ARM Title 46, Chap. 5

DEPARTMENT OF STATE LANDS

DIVISION OF FORESTRY

(406) 728-4300

LICENSE: PORTABLE SAWMILL LICENSE
COST: \$2.00
CODE/ARM: MCA Title 76, Chap. 13

DEPARTMENTS OR AGENCIES EXEMPT
FROM LICENSING CENTER:

STATE AUDITOR

COMMISSIONER OF INSURANCE

DEPARTMENT OF COMMERCE –
PROFESSIONAL AND OCCUPATIONAL LICENSING DIVISION

LEGISLATURE –
ENVIRONMENTAL QUALITY COUNCIL

DEPARTMENT OF AGRICULTURE

RETAIL BUSINESS TYPES

I. FOOD STORES

GROCERY STORE

- A. **Store License**
Department of Revenue, Misc. Tax Division, (406) 449 2465
\$11.00 - \$206.00 Annual Per Store
MCA Title 15, Chap. 57; - ARM None
- B. **Beer Distributors License**
Department of Revenue, Liquor Division, (406) 449-2540
\$200.00 Annual + Fee for Processing Applications
MCA Title 16, Chap. 4; ARM Title 42, Chap. 12
- C. **Wine Retailer's License**
Department of Revenue, Liquor Division, (406) 449-2540
\$200.00 Annual + Fee for Processing Applications
MCA Title 16-4-105; ARM Title 42, Chap. 12
- D. **Cigarette Dealer**
Department of Revenue, Misc. Tax Division, (406) 449-2465
\$5.00 Annual
MCA Title 16, Chap. 11; ARM Title 42, Chap. 31
- E. **Food Purveyor License**
Department of Health, Food & Consumer Safety Bureau, (406) 449-2408
\$20 00 Annual
MCA Title 50, Chap. 50; ARM Title 16, Chap. 10
- F. **Egg Dealers License**
Department of Livestock, (406) 449-2043
\$5.00 Annually
MCA Title 81, Chap. 20
Required if selling over 25 cases of eggs per month.
- G. **Weighing Device License**
Department of Commerce, Bureau of Weights and Measures, (406) 449-3163
Variable
MCA Title 30, Chap. 12

Basic Licensing Requirements if Employees Are To Be Hired:

Employer I.D. Number, IRS
Withholding Tax Registration, Department of Revenue
Employer Registration For Unemployment Insurance, Labor & Industries
Workers' Compensation Insurance, Labor & Industries

Other Considerations, If Appropriate:

Secretary of State Assumed Business Name, Partnership, Corporation
Local Government Agencies City & County

See Page 53 For Addresses and Phone Numbers

MEAT MARKET

- A. **Store License**
Department of Revenue, Misc. Tax Division, (406) 449 2465
\$11 00 - \$206.00 Annual Per Store
MCA Title 15, Chap. 57, ARM None

- B. Food Purveyor License**
 Department of Health, Food & Consumer Safety Bureau, (406) 449-2408
 \$20.00 Annual
 MCA Title 50, Chap. 50, ARM Title 16, Chap. 10

- C. Butchers License**
 Department of Livestock, (406) 449-2043
 Butcher - \$5.00 Annually to County Treasurer
 Meat Peddler - \$100.00 Annually to County Treasurer
 MCA Title 81, Chap. 9

- D. Weighing Device License**
 Department of Commerce, Bureau of Weights and Measures, (406) 449-3163
 Variable
 MCA Title 30, Chap. 12

Basic Licensing Requirements if Employees Are To be Hired:

Employer I.D. Number, IRS
 Withholding Tax Registration, Department of Revenue
 Employer Registration For Unemployment Insurance, Labor & Industries
 Workers' Compensation Insurance, Labor & Industries

Other Considerations, If Appropriate:

Secretary of State: Assumed Business Name, Partnership, Corporation
 Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

FRUIT & VEGETABLE STORE

- A. Store License**
 Department of Revenue, Misc. Tax Division, (406) 449-2465
 \$11.00 - \$206.00 Annual Per Store
 MCA Title 15, Chap. 57, ARM None

- B. Food Purveyor License**
 Department of Health, Food & Consumer Safety Bureau, (406) 449-2408
 \$20.00 Annual
 MCA Title 50, Chap. 50; ARM Title 16, Chap. 10

- C. Weighing Device License**
 Department of Commerce, Bureau of Weights and Measures, (406) 449-3163
 Variable
 MCA Title 30, Chap. 12

Basic Licensing Requirements if Employees Are To Be Hired:

Employer I.D. Number, IRS
 Withholding Tax Registration, Department of Revenue
 Employer Registration For Unemployment Insurance, Labor & Industries
 Workers' Compensation Insurance, Labor & Industries

Other Considerations, If Appropriate:

Secretary of State: Assumed Business Name, Partnership, Corporation
 Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

DAIRY PRODUCTS

- A. Store License**
 Department of Revenue, Misc. Tax Division, (406) 449-2465
 \$11.00 - \$206.00 Annual Per Store
 MCA Title 15, Chap. 57, ARM None

B. Food Purveyor License

Department of Health, Food & Consumer Safety Bureau, (406) 449-2408
\$20.00 Annual
MCA Title 50, Chap. 50, ARM Title 16, Chap. 10

C. Manufactured Dairy Products Plant License

Department of Livestock, (406) 449-2043
\$50.00 Annually
MCA Title 81, Chap. 22, ARM Title 32, Chap. 9

Basic Licensing Requirements if Employees Are To Be Hired:

Employer I.D. Number, IRS
Withholding Tax Registration, Department of Revenue
Employer Registration For Unemployment Insurance, Labor & Industries
Workers' Compensation Insurance, Labor & Industries

Other Considerations, If Appropriate:

Secretary of State: Assumed Business Name, Partnership, Corporation
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

BAKERY

A. Store License

Department of Revenue, Misc. Tax Division, (406) 449-2465
\$11.00 - \$206.00 Annual Per Store
MCA Title 15, Chap. 57, ARM None

B. Food Purveyor License

Department of Health, Food & Consumer Safety Bureau, (406) 449-2408
\$20.00 Annual
Title 50, Chap. 50, ARM Title 16, Chap. 10

Basic Licensing Requirements if Employees Are To Be Hired:

Employer I.D. Number, IRS
Withholding Tax Registration, Department of Revenue
Employer Registration For Unemployment Insurance, Labor & Industries
Workers' Compensation Insurance, Labor & Industries

Other Considerations, If Appropriate:

Secretary of State: Assumed Business Name, Partnership, Corporation
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

MEAT AND FISH MARKETS

A. Store License

Department of Revenue, Misc. Tax Division, (406) 449-2465
\$11.00 - \$206.00 Annual Per Store
MCA Title 15, Chap. 57, ARM None

B. Food Purveyor License

Department of Health, Food & Consumer Safety, (406) 449-2408
\$20.00 Annual
MCA Title 50, Chap. 50, ARM Title 16, Chap. 10

C. Butchers License

Department of Livestock, (406) 449-2043
Butcher \$5.00 Annually to County Treasurer
Meat Peddler \$100.00 Annually to County Treasurer
MCA Title 81, Chap. 9

D. Weighing Device License

Department of Commerce, Bureau of Weights and Measures, (406) 449-3163
Variable
MCA Title 30, Chap. 12

Basic Licensing Requirements if Employees Are To Be Hired:

Employer I.D. Number, IRS
Withholding Tax Registration, Department of Revenue
Employer Registration For Unemployment Insurance, Labor & Industries
Workers' Compensation Insurance, Labor & Industries

Other Considerations, If Appropriate:

Secretary of State: Assumed Business Name, Partnership, Corporation
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

CANDY, NUT AND CONFECTIONARY STORES

A. Store License

Department of Revenue, Misc. Tax Division, (406) 449-2465
\$11.00 - \$206.00 Annual Per Store
MCA Title 15, Chap. 57, ARM None

B. Food Purveyor License

Department of Health, Food & Consumer Safety, (406) 449-2408
\$20.00 Annual
MCA Title 50, Chap. 50, ARM Title 16, Chap. 10

C. Weighing Device License

Department of Commerce, Bureau of Weights and Measures, (406) 449-3163
Variable
MCA Title 30, Chap. 12

Basic Licensing Requirements if Employees Are To be Hired:

Employer I.D. Number, IRS
Withholding Tax Registration, Department of Revenue
Employer Registration For Unemployment Insurance, Labor & Industries
Workers' Compensation Insurance, Labor & Industries

Other Considerations, If Appropriate:

Secretary of State: Assumed Business Name, Partnership, Corporation
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

MISCELLANEOUS FOOD STORES

A. Store License

Department of Revenue, Misc. Tax Division, (406) 449-2465
\$11.00 - \$206.00 Annual Per Store
MCA Title 15, Chap. 57, ARM None

Basic Licensing Requirements if Employees Are To Be Hired:

Employer I.D. Number, IRS
Withholding Tax Registration, Department of Revenue
Employer Registration For Unemployment Insurance, Labor & Industries
Workers' Compensation Insurance, Labor & Industries

Other Considerations, If Appropriate:

Secretary of State: Assumed Business Name, Partnership, Corporation
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

II. BUILDING MATERIALS & GARDEN SUPPLIES

LUMBER AND OTHER BUILDING SUPPLIES

A. Store License

Department of Revenue, Misc. Tax Division, (406) 449-2465
\$11.00 - \$206.00 Annual Per Store
MCA Title 15, Chap. 57; ARM None

B. Weighing Device License

Department of Commerce, Bureau of Weights and Measures (406) 449-3163
Variable
MCA Title 30, Chap. 12

Basic Licensing Requirements if Employees Are To Be Hired:

Employer I.D. Number, IRS
Withholding Tax Registration, Department of Revenue
Employer Registration For Unemployment Insurance, Labor & Industries
Workers' Compensation Insurance, Labor & Industries

Other Considerations, If Appropriate:

Secretary of State: Assumed Business Name, Partnership, Corporation
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

PAINT, GLASS AND WALLPAPER STORES

A. Store License

Department of Revenue, Misc. Tax Division, (406) 449-2465
\$11.00 - \$206.00 Annual Per Store
MCA Title 15, Chap. 57; ARM None

Basic Licensing Requirements if Employees Are To Be Hired:

Employer I.D. Number, IRS
Withholding Tax Registration, Department of Revenue
Employer Registration For Unemployment Insurance, Labor & Industries
Workers' Compensation Insurance, Labor & Industries

Other Considerations, If Appropriate:

Secretary of State: Assumed Business Name, Partnership, Corporation
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

HARDWARE STORES

A. Store License

Department of Revenue, Misc. Tax Division, (406) 449-2465
\$11.00 - \$206.00 Annual Per Store
MCA Title 15, Chap. 57; ARM None

B. Weighing Device License

Department of Commerce, Bureau of Weights and Measures, (406) 449-3163
Variable
MCA Title 30, Chap. 12

Basic Licensing Requirements if Employees Are To Be Hired:
Employer I.D. Number, IRS
Withholding Tax Registration, Department of Revenue
Employer Registration For Unemployment Insurance, Labor & Industries
Workers' Compensation Insurance, Labor & Industries

Other Considerations, If Appropriate:
Secretary of State: Assumed Business Name, Partnership, Corporation
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

RETAIL NURSERIES AND GARDEN STORES

A. Store License

Department of Revenue, Misc. Tax Division, (406) 449-2465
\$11.00 - \$206.00 Annual Per Store
MCA Title 15, Chap. 57; ARM None

B. Weighing Device License

Department of Commerce, Bureau of Weights and Measures, (406) 449-3163
Variable
MCA Title 30, Chap. 12

Basic Licensing Requirements if Employees Are To Be Hired:
Employer I.D. Number, IRS
Withholding Tax Registration, Department of Revenue
Employer Registration For Unemployment Insurance, Labor & Industries
Workers' Compensation Insurance, Labor & Industries

Other Considerations, If Appropriate:
Secretary of State: Assumed Business Name, Partnership, Corporation
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

III. GENERAL MERCHANDISE STORES

DEPARTMENT STORES

A. Store License

Department of Revenue, Misc. Tax Division, (406) 449-2465
\$11.00 - \$206.00 Annual Per Store
MCA Title 15, Chap. 57; ARM None

Basic Licensing Requirements if Employees Are To Be Hired:
Employer I.D. Number, IRS
Withholding Tax Registration, Department of Revenue
Employer Registration For Unemployment Insurance, Labor & Industries
Workers' Compensation Insurance, Labor & Industries

Other Considerations, If Appropriate:
Secretary of State: Assumed Business Name, Partnership, Corporation
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

VARIETY STORES

A. Store License

Department of Revenue, Misc. Tax Division, (406) 449-2465
\$11.00 - \$206.00 Annual Per Store
MCA Title 15, Chap. 57; ARM None

Basic Licensing Requirements if Employees Are To Be Hired
Employer I.D. Number, IRS
Withholding Tax Registration, Department of Revenue
Employer Registration For Unemployment Insurance, Labor & Industries
Workers' Compensation Insurance, Labor & Industries
Other Considerations, If Appropriate
Secretary of State Assumed Business Name, Partnership, Corporation
Local Government Agencies City & County
See Page 53 For Addresses and Phone Numbers

MISCELLANEOUS GENERAL MERCHANDISE STORES

A. Store License

Department of Revenue, Misc. Tax Division, (406) 449-2465
\$11.00 - \$206.00 Annual Per Store
MCA Title 15, Chap. 57; ARM None

Basic Licensing Requirements if Employees Are To be Hired:
Employer I.D. Number, IRS
Withholding Tax Registration, Department of Revenue
Employer Registration For Unemployment Insurance, Labor & Industries
Workers' Compensation Insurance, Labor & Industries
Other Considerations, If Appropriate:
Secretary of State: Assumed Business Name, Partnership, Corporation
Local Government Agencies: City & County
See Page 53 For Addresses and Phone Numbers

IV. AUTOMOTIVE DEALERS & SERVICE STATIONS

NEW AND USED CAR DEALERS

A. Store License

Department of Revenue, Misc. Tax Division, (406) 449-2465
\$11.00 - \$206.00 Annual Per Store
MCA Title 15, Chap. 57; ARM None

B. New Car Dealers License

Department of Justice, Registrar's Bureau, (406) 846-1424
\$25.00 Per set of Dealer Plates
\$5.00 Bonding/Filing Fee
\$5,000.00 Performance Bond
MCA Title 61, Chap. 4

C. Used Car Dealers License

Department of Justice, Registrar's Bureau, (406) 846-1424
\$300.00 Initial Fee for First Year
\$25.00 Per Set of Dealer Plates
\$5.00 Bonding/Filing Fee
\$5,000.00 Performance Bond
MCA Title 61, Chap. 4

Basic Licensing Requirements if Employees Are To Be Hired
Employer I.D. Number, IRS
Withholding Tax Registration, Department of Revenue
Employer Registration For Unemployment Insurance, Labor & Industries
Workers' Compensation Insurance, Labor & Industries
Other Considerations, If Appropriate
Secretary of State Assumed Business Name, Partnership, Corporation
Local Government Agencies City & County
See Page 53 For Addresses and Phone Numbers

USED CAR DEALERS

A. Store License

Department of Revenue, Misc. Tax Division, (406) 449-2465
\$11.00 - \$206.00 Annual Per Store
MCA Title 15, Chap. 57; ARM None

B. Used Car Dealers License

Department of Justice, Registrar's Bureau, (406) 846-1424
\$300.00 Initial Fee for First Year
\$25.00 Per Set of Dealer Plates
\$5.00 Bonding/Filing Fee
\$5,000.00 Performance Bond
MCA Title 61, Chap. 4

Basic Licensing Requirements if Employees Are To Be Hired:

Employer I.D. Number, IRS
Withholding Tax Registration, Department of Revenue
Employer Registration For Unemployment Insurance, Labor & Industries
Workers' Compensation Insurance, Labor & Industries

Other Considerations, If Appropriate:

Secretary of State: Assumed Business Name, Partnership, Corporation
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

AUTO AND HOME SUPPLY STORES

A. Store License

Department of Revenue, Misc. Tax Division, (406) 449-2465
\$11.00 - \$206.00 Annual Per Store
MCA Title 15, Chap. 57; ARM None

Basic Licensing Requirements if Employees Are To Be Hired:

Employer I.D. Number, IRS
Withholding Tax Registration, Department of Revenue
Employer Registration For Unemployment Insurance, Labor & Industries
Workers' Compensation Insurance, Labor & Industries

Other Considerations, If Appropriate:

Secretary of State: Assumed Business Name, Partnership, Corporation
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

GASOLINE SERVICE STATIONS

A. Store License

Department of Revenue, Misc. Tax Division, (406) 449-2465
\$11.00 - \$206.00 Annual Per Store
MCA Title 15, Chap. 57; ARM None

B. Petroleum Dealer's License

Department of Commerce, Bureau of Weights & Measurers, (406) 449-3163
\$3.00 - \$20.00 Annual
MCA Title 82, Chap. 15

Basic Licensing Requirements if Employees Are To Be Hired:

Employer I.D. Number, IRS
Withholding Tax Registration, Department of Revenue
Employer Registration For Unemployment Insurance, Labor & Industries
Workers' Compensation Insurance, Labor & Industries

Other Considerations, If Appropriate:

Secretary of State: Assumed Business Name, Partnership, Corporation
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

BOAT DEALER'S

A. Store License

Department of Revenue, Misc. Tax Division, (406) 449-2465
\$11.00 – \$206.00 Annual Per Store
MCA Title 15, Chap. 57; ARM None

Basic Licensing Requirements if Employees Are To Be Hired:

Employer I.D. Number, IRS
Withholding Tax Registration, Department of Revenue
Employer Registration For Unemployment Insurance, Labor & Industries
Workers' Compensation Insurance, Labor & Industries

Other Considerations, If Appropriate:

Secretary of State: Assumed Business Name, Partnership, Corporation
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

RECREATION & UTILITY TRAILER DEALER'S

A. Store License

Department of Revenue, Misc. Tax Division, (406) 449-2465
\$11.00 – \$206.00 Annual Per Store
MCA Title 15, Chap. 57; ARM None

B. Recreational Vehicle Dealers License

Department of Justice, Registrar's Bureau, (406) 846-1424
\$25.00 Per Set of Dealer Plates
\$5.00 Bonding/filing fee
\$5,000.00 Performance Bond
MCA Title 61, Chap. 4

Basic Licensing Requirements if Employees Are To be Hired:

Employer I.D. Number, IRS
Withholding Tax Registration, Department of Revenue
Employer Registration For Unemployment Insurance, Labor & Industries
Workers' Compensation Insurance, Labor & Industries

Other Considerations, If Appropriate:

Secretary of State: Assumed Business Name, Partnership, Corporation
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

MOTORCYCLE DEALER'S

A. Store License

Department of Revenue, Misc. Tax Division, (406) 449-2465
\$11.00 – \$206.00 Annual Per Store
MCA Title 15, Chap. 57; ARM None

B. Motorcycle Dealers License

Department of Justice, Registrar's Bureau, (406) 846-1424
\$45.00 Per Set of Dealer Plates
\$5.00 Filing/Bonding Fee
\$5,000.00 Performance Bond
MCA Title 61, Chap. 4

Basic Licensing Requirements if Employees Are To Be Hired:
Employer I.D. Number, IRS
Withholding Tax Registration, Department of Revenue
Employer Registration For Unemployment Insurance, Labor & Industries
Workers' Compensation Insurance, Labor & Industries

Other Considerations, If Appropriate:
Secretary of State: Assumed Business Name, Partnership, Corporation
Local Government Agencies: City & County
See Page 53 For Addresses and Phone Numbers

AUTOMOTIVE DEALERS, NEC.

A. Store License

Department of Revenue, Misc. Tax Division, (406) 449-2465
\$11.00 – \$206.00 Annual Per Store
MCA Title 15, Chap. 57; ARM None

Basic Licensing Requirements if Employees Are To Be Hired:
Employer I.D. Number, IRS
Withholding Tax Registration, Department of Revenue
Employer Registration For Unemployment Insurance, Labor & Industries
Workers' Compensation Insurance, Labor & Industries

Other Considerations, If Appropriate:
Secretary of State: Assumed Business Name, Partnership, Corporation
Local Government Agencies: City & County
See Page 53 For Addresses and Phone Numbers

V. APPAREL & ACCESSORY STORES

MEN'S & BOY'S CLOTHING AND FURNISHING

A. Store License

Department of Revenue, Misc. Tax Division, (406) 449-2465
\$11.00 – \$206.00 Annual Per Store
MCA Title 15, Chap. 57: ARM None

Basic Licensing Requirements if Employees Are To Be Hired:
Employer I.D. Number, IRS
Withholding Tax Registration, Department of Revenue
Employer Registration For Unemployment Insurance, Labor & Industries
Workers' Compensation Insurance, Labor & Industries

Other Considerations, If Appropriate:
Secretary of State: Assumed Business Name, Partnership, Corporation
Local Government Agencies: City & County
See Page 53 For Addresses and Phone Numbers

WOMEN'S CLOTHING ACCESSORY & SPECIAL STORES

A. Store License

Department of Revenue, Misc. Tax Division, (406) 449-2465
\$11.00 – \$206.00 Annual Per Store
MCA Title 15, Chap. 57; ARM None

Basic Licensing Requirements if Employees Are To Be Hired:

Employer I.D. Number, IRS
Withholding Tax Registration, Department of Revenue
Employer Registration For Unemployment Insurance, Labor & Industries
Workers' Compensation Insurance, Labor & Industries

Other Considerations, If Appropriate:

Secretary of State Assumed Business Name, Partnership, Corporation
Local Government Agencies City & County

See Page 53 For Addresses and Phone Numbers

CHILDREN'S & INFANT'S WEAR STORES

A. Store License

Department of Revenue, Misc. Tax Division, (406) 449-2465
\$11.00 – \$206.00 Annual Per Store
MCA Title 15, Chap. 57; ARM None

Basic Licensing Requirements if Employees Are To Be Hired:

Employer I.D. Number, IRS
Withholding Tax Registration, Department of Revenue
Employer Registration For Unemployment Insurance, Labor & Industries
Workers' Compensation Insurance, Labor & Industries

Other Considerations, If Appropriate:

Secretary of State: Assumed Business Name, Partnership, Corporation
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

FAMILY CLOTHING STORE

A. Store License

Department of Revenue, Misc. Tax Division, (406) 449-2465
\$11.00 – \$206.00 Annual Per Store
MCA Title 15, Chap. 50; ARM None

Basic Licensing Requirements if Employees Are To be Hired:

Employer I.D. Number, IRS
Withholding Tax Registration, Department of Revenue
Employer Registration For Unemployment Insurance, Labor & Industries
Workers' Compensation Insurance, Labor & Industries

Other Considerations, If Appropriate:

Secretary of State: Assumed Business Name, Partnership, Corporation
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

FURRIER'S & FUR SHOPS

A. Store License

Department of Revenue, Misc. Tax Division, (406) 449-2465
\$11.00 – \$206.00 Annual Per Store
MCA Title 15, Chap. 50; ARM None

Basic Licensing Requirements if Employees Are To Be Hired:

Employer I.D. Number, IRS
Withholding Tax Registration, Department of Revenue
Employer Registration For Unemployment Insurance, Labor & Industries
Workers' Compensation Insurance, Labor & Industries

Other Considerations, If Appropriate:

Secretary of State: Assumed Business Name, Partnership, Corporation
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

MISCELLANEOUS APPAREL & ACCESSORIES

A. Store License

Department of Revenue, Misc. Tax Division, (406) 449-2465
\$11.00 – \$206.00 Annual Per Store
MCA Title 15, Chap. 57; ARM None

Basic Licensing Requirements if Employees Are To Be Hired:

Employer I.D. Number, IRS
Withholding Tax Registration, Department of Revenue
Employer Registration For Unemployment Insurance, Labor & Industries
Workers' Compensation Insurance, Labor & Industries

Other Considerations, If Appropriate:

Secretary of State: Assumed Business Name, Partnership, Corporation
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

VI. FURNITURE & HOME FURNISHING STORES

FURNITURE AND HOME FURNISHING STORES:

Furniture Stores

Floor Covering Stores

Drapery and Upholstery Stores

Miscellaneous Home Furnishing Stores

A. Store License

Department of Revenue, Misc. Tax Division, (406) 449-2465
\$11.00 – \$206.00 Annual Per Store
MCA Title 15, Chap. 57; ARM None

Basic Licensing Requirements if Employees Are To Be Hired:

Employer I.D. Number, IRS
Withholding Tax Registration, Department of Revenue
Employer Registration For Unemployment Insurance, Labor & Industries
Workers' Compensation Insurance, Labor & Industries

Other Considerations, If Appropriate:

Secretary of State: Assumed Business Name, Partnership, Corporation
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

HOUSEHOLD APPLIANCE STORES

A. Store License

Department of Revenue, Misc. Tax Division, (406) 449-2465
\$11.00 – \$206.00 Annual Per Store
MCA Title 15, Chap. 57; ARM None

Basic Licensing Requirements if Employees Are To Be Hired:

Employer I.D. Number, IRS
Withholding Tax Registration, Department of Revenue
Employer Registration For Unemployment Insurance, Labor & Industries
Workers' Compensation Insurance, Labor & Industries

Other Considerations, If Appropriate:

Secretary of State: Assumed Business Name, Partnership, Corporation
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

RADIO, TELEVISION & MUSIC STORES

Radio and Television Stores Music Stores

A. Store License

Department of Revenue, Misc. Tax Division, (406) 449-2465
\$11.00 – \$206.00 Annual Per Store
MCA Title 15, Chap. 57; ARM None

Basic Licensing Requirements if Employees Are To Be Hired

Employer I.D. Number, IRS
Withholding Tax Registration, Department of Revenue
Employer Registration For Unemployment Insurance, Labor & Industries
Workers' Compensation Insurance, Labor & Industries

Other Considerations, If Appropriate

Secretary of State Assumed Business Name, Partnership, Corporation
Local Government Agencies. City & County

See Page 53 For Addresses and Phone Numbers

VII. EATING AND DRINKING PLACES

EATING PLACES

A. Food Purveyor License

Department of Health, Food & Consumer Safety Bureau, (406) 449-2408
\$20.00 Annually
MCA Title 50, Chap. 50; ARM Title 16, Chap. 10

Basic Licensing Requirements if Employees Are To Be Hired:

Employer I.D. Number, IRS
Withholding Tax Registration, Department of Revenue
Employer Registration For Unemployment Insurance, Labor & Industries
Workers' Compensation Insurance, Labor & Industries

Other Considerations, If Appropriate:

Secretary of State: Assumed Business Name, Partnership, Corporation
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

NOTE: If any candy, gum, snacks, etc., are sold, a store license is also required.

EATING PLACES – BEER ONLY

A. Food Purveyor License

Department of Health, Food & Consumer Safety Bureau, (406) 449-2408
\$20.00 Annual
MCA Title 50, Chap. 50; ARM Title 16, Chap. 10

B. Beer Distributors License

Department of Revenue, Liquor Division, (406) 449 2540
\$500.00 Annual + Fee For Processing
MCA Title 16, Chap. 4, ARM Title 42, Chap. 12

Basic Licensing Requirements if Employees Are To Be Hired:

Employer I.D. Number, IRS
Withholding Tax Registration, Department of Revenue
Employer Registration For Unemployment Insurance, Labor & Industries
Workers' Compensation Insurance, Labor & Industries

Other Considerations, If Appropriate:

Secretary of State: Assumed Business Name, Partnership, Corporation
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

NOTE: If any candy, gum, snacks, etc., are sold, a store license is also required.

EATING PLACES – BEER AND WINE ONLY

A. Food Purveyor License

Department of Health, Food & Consumer Safety Bureau, (406) 449-2408
\$20.00 Annual
MCA Title 50, Chap. 50; ARM Title 16, Chap. 10

B. Beer/Wine Retailer's License

Department of Revenue, Liquor Division, (406) 449-2540
\$200.00 Each Annual + Fee For Processing
MCA Title 16, Chap. 4; ARM Title 42, Chap. 12

Basic Licensing Requirements if Employees Are To Be Hired:

Employer I.D. Number, IRS
Withholding Tax Registration, Department of Revenue
Employer Registration For Unemployment Insurance, Labor & Industries
Workers' Compensation Insurance, Labor & Industries

Other Considerations, If Appropriate:

Secretary of State: Assumed Business Name, Partnership, Corporation
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

NOTE: If any candy, gum, snacks, etc., are sold, a store license is also required.

DRINKING PLACES

FULL-BAR SERVICE

A. Food Purveyor License

Department of Health, Food & Consumer Safety Bureau, (406) 449-2408
\$20.00 Annual
MCA Title 50, Chap. 50; ARM Title 16, Chap. 10

B. All-Beverage License

Department of Revenue, Liquor Division, (406) 449-2540
\$400-\$800 Annual – Depending on Population Plus 1-time
\$20,000 For Population Over 10,000
MCA Title 16, Chap. 4, ARM Title 42, Chap. 12

Basic Licensing Requirements if Employees Are To be Hired:

Employer I.D. Number, IRS
Withholding Tax Registration, Department of Revenue
Employer Registration For Unemployment Insurance, Labor & Industries
Workers' Compensation Insurance, Labor & Industries

Other Considerations, If Appropriate:

Secretary of State: Assumed Business Name, Partnership, Corporation
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

NOTE: If any candy, gum, snacks, etc., are sold, a store license is also required.

BEER AND WINE ONLY

- A. **Beer Distributor's License**
Department of Revenue, Liquor Division, (406) 449-2540
\$500.00 Annual + Fee For Processing
MCA Title 16, Chap. 4; ARM Title 42, Chap. 12
- B. **Beer/Wine Retailer's License**
Department of Revenue, Liquor Division, (406) 449-2540
\$200.00 Each Annual + Fee For Processing
MCA Title 16, Chap. 4; ARM Title 42, Chap. 12
- C. **Food Purveyor's License**
Department of Health, Food & Consumer Safety Bureau, (406) 449-2408
\$20.00 Annual
MCA Title 50, Chap. 50, ARM Title 16, Chap. 10

Basic Licensing Requirements if Employees Are To Be Hired:

Employer I.D. Number, IRS
Withholding Tax Registration, Department of Revenue
Employer Registration For Unemployment Insurance, Labor & Industries
Workers' Compensation Insurance, Labor & Industries

Other Considerations, If Appropriate:

Secretary of State: Assumed Business Name, Partnership, Corporation
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

NOTE: If any candy, gum, snacks, etc., are sold, a store license is also required.

VIII. MISCELLANEOUS RETAIL

DRUG STORES AND PROPRIETARY STORES

- A. **Store License**
Department of Revenue, Misc. Tax Division, (406) 449-2465
\$11.00 – \$206.00 Annual
MCA Title 15, Chap. 50; ARM None
- B. **Registration for Dispensing Drugs**
Department of Commerce, Professional & Occupational Licensing, (406) 449-3737
None
MCA Title 50, Chap. 32
For Licensed Pharmacists Only

Basic Licensing Requirements if Employees Are To Be Hired

Employer ID Number, IRS
Withholding Tax Registration, Department of Revenue
Employer Registration For Unemployment Insurance, Labor & Industries
Workers' Compensation Insurance, Labor & Industries

Other Considerations, If Appropriate

Secretary of State: Assumed Business Name, Partnership, Corporation
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

LIQUOR STORES

A. Store License

Department of Revenue, Misc. Tax Division, (406) 449-2465
\$11.00 – \$206.00 Annual
MCA Title 15, Chap. 50; ARM None

B. All-Beverage License

Department of Revenue, Liquor Division, (406) 449-2540
\$400 - \$800 Annual – Depending on Population Plus 1-time
\$20,000 For Population Over 10,000
MCA Title 16, Chap. 4; ARM Title 42, Chap. 12

Basic Licensing Requirements if Employees Are To be Hired:

Employer I.D. Number, IRS
Withholding Tax Registration, Department of Revenue
Employer Registration For Unemployment Insurance, Labor & Industries
Workers' Compensation Insurance, Labor & Industries

Other Considerations, If Appropriate:

Secretary of State: Assumed Business Name, Partnership, Corporation
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

USED MERCHANDISE STORES

A. Store License

Department of Revenue, Misc. Tax Division, (406) 449-2465
\$11.00 - \$206.00 Annual
MCA Title 15, Chap. 57; ARM None

Basic Licensing Requirements if Employees Are To Be Hired:

Employer I.D. Number, IRS
Withholding Tax Registration, Department of Revenue
Employer Registration For Unemployment Insurance, Labor & Industries
Workers' Compensation Insurance, Labor & Industries

Other Considerations, If Appropriate:

Secretary of State: Assumed Business Name, Partnership, Corporation
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

MISCELLANEOUS SHOPPING GOODS STORES INCLUDING:

Sporting Goods and Bicycle Stores

Book Stores

Stationary Stores

Jewelry Stores

Hobby, Toy and Game Stores

Camera and Photographic Supply Stores

Gift, Novelty and Souvenir Shops

Luggage and Leathergood Stores

Sewing, Needlework and Piece Good Stores

A. Store License

Department of Revenue, Misc. Tax Division, (406) 449-2465
\$11.00 – \$206.00 Annual
MCA Title 15, Chap. 57; ARM None

Basic Licensing Requirements if Employees Are To Be Hired
Employer I.D. Number: IRS
Withholding Tax Registration, Department of Revenue
Employer Registration For Unemployment Insurance, Labor & Industries
Workers' Compensation Insurance, Labor & Industries
Other Considerations, If Appropriate
Secretary of State Assumed Business Name, Partnership, Corporation
Local Government Agencies: City & County
See Page 53 For Addresses and Phone Numbers

NON STORE RETAILERS INCLUDING:

Mail Order Houses
Merchandising Machine Operators
Direct Selling Organizations

None

FUEL AND ICE DEALER'S

LIQUIFIED PETROLEUM DEALERS

A. Store License

Department of Revenue, Misc. Tax Division, (406) 449-2465
\$11.00 – \$206.00 Annual
MCA Title 15, Chap. 50: ARM None

B. Petroleum Dealer's License

Department of Commerce, Bureau of Weights & Measurers, (406) 449-3163
\$3.00 – \$20.00 Annual
MCA Title 82, Chap. 15

Basic Licensing Requirements if Employees Are To Be Hired:
Employer I.D. Number, IRS
Withholding Tax Registration, Department of Revenue
Employer Registration For Unemployment Insurance, Labor & Industries
Workers' Compensation Insurance, Labor & Industries
Other Considerations, If Appropriate:
Secretary of State. Assumed Business Name, Partnership, Corporation
Local Government Agencies: City & County
See Page 53 For Addresses and Phone Numbers

RETAIL STORES, NEC INCLUDING:

Florists
Cigar Stores and Newstands*
Misc. Retail Stores, Nec.

A. Store License

Department of Revenue, Misc. Tax Division, (406) 449 2465
\$11.00 – \$206.00 Annual
MCA Title 15, Chap. 50; ARM None

***B. Cigarette Dealer's License**

Department of Revenue, Misc. Tax Division, (406) 449 2540
\$5.00 Annual
MCA Title 16, Chap. 11, ARM Title 42, Chap. 31

Basic Licensing Requirements if Employees Are To Be Hired:

Employer I.D. Number, IRS

Withholding Tax Registration, Department of Revenue

Employer Registration For Unemployment Insurance, Labor & Industries

Workers' Compensation Insurance, Labor & Industries

Other Considerations, If Appropriate:

Secretary of State: Assumed Business Name, Partnership, Corporation

Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

RETAIL SERVICES

I. HOTEL AND OTHER LODGING PLACES

HOTEL AND MOTELS AND TOURIST HOMES

- A. **Public Accommodation License**
Department of Health, Food & Consumer Safety Bureau, (406) 449-2408
\$20.00 - Annual
MCA Title 50, Chap. 51; ARM Title 16, Chap. 10
- B. **Food Purveyor License**
Department of Health, Food & Consumer Safety Bureau, (406) 449-2408
\$20.00 - Annual
MCA Title 50, Chap. 50; ARM Title 16, Chap. 10
- C. **Store License**
Department of Revenue, Misc. Tax Division, (406) 449-2465
\$11.00 - \$206.00 - Annual
MCA Title 15, Chap. 57
- D. **All Beverage License**
Department of Revenue, Liquor Division, (406) 449-2540
\$400.00 - \$800.00 Annually, \$20,000.00 One-time For Population over 10,000
MCA Title 16, Chap. 4; ARM Title 42, Chap. 12

Basic Licensing Requirements if Employees Are To Be Hired:

Employer I.D. Number, IRS
Withholding Tax Registration, Department of Revenue
Employer Registration For Unemployment Insurance, Labor & Industries
Workers' Compensation Insurance, Labor & Industries

Other Considerations, If Appropriate:

Secretary of State. Assumed Business Name, Partnership, Corporation
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

ROOMING AND BOARDING HOUSES, RETIREMENT HOME

- A. **Public Accommodation License**
Department of Health, Food & Consumer Safety Bureau, (406) 449-2408
\$20.00 - Annual
MCA Title 50, Chap. 51; ARM Title 16, Chap. 10
- B. **Food Purveyor License**
Department of Health, Food & Consumer Safety Bureau, (406) 449-2408
\$20.00 - Annual
MCA Title 50, Chap. 50, ARM Title 16, Chap. 10 (2,3,4)

Basic Licensing Requirements if Employees Are To Be Hired

Employer I.D. Number, IRS
Withholding Tax Registration, Department of Revenue
Employer Registration For Unemployment Insurance, Labor & Industries
Workers' Compensation Insurance, Labor & Industries

Other Considerations, If Appropriate:

Secretary of State. Assumed Business Name Partnership, Corporation
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

CAMPS & TRAILER PARKS

A. Tourist Campground and/or Trailer Court License

Department of Health, Food & Consumer Safety, (406) 442-2408

\$20.00 - Annual

MCA Title 50, Chap. 52; ARM Title 16, Chap. 10

Basic Licensing Requirements if Employees Are To Be Hired:

Employer I.D. Number, IRS

Withholding Tax Registration, Department of Revenue

Employer Registration For Unemployment Insurance, Labor & Industries

Workers' Compensation Insurance, Labor & Industries

Other Considerations, If Appropriate:

Secretary of State: Assumed Business Name, Partnership, Corporation

Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

II. PERSONAL SERVICES

LAUNDRY, CLEANING AND GARMET SERVICE

A. Licensed By County Treasurer

Basic Licensing Requirements if Employees Are To Be Hired:

Employer I.D. Number, IRS

Withholding Tax Registration, Department of Revenue

Employer Registration For Unemployment Insurance, Labor & Industries

Workers' Compensation Insurance, Labor & Industries

Other Considerations, If Appropriate:

Secretary of State: Assumed Business Name, Partnership, Corporation

Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

PHOTOGRAPHIC STUDIOS, PORTRAIT

A. Store License

Department of Revenue, Misc. Tax Division, (406) 449-2465

\$11.00 – \$206.00 Annually

MCA Title 15, Chap. 57; ARM None

Basic Licensing Requirements if Employees Are To be Hired:

Employer I.D. Number, IRS

Withholding Tax Registration, Department of Revenue

Employer Registration For Unemployment Insurance, Labor & Industries

Workers' Compensation Insurance, Labor & Industries

Other Considerations, If Appropriate:

Secretary of State: Assumed Business Name, Partnership, Corporation

Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

BEAUTY SHOPS

A. Cosmetologist License

Department of Commerce, Professional & Occupational Licensing, (406) 449-3737

Variable, Annually

MCA Title 37, Chap. 31

B. Store License

Department of Revenue, Misc. Tax Division, (406) 449-2465
\$11.00 – \$206.00 Annually
MCA Title 15, Chap. 57

Basic Licensing Requirements if Employees Are To Be Hired:

Employer I.D. Number, IRS
Withholding Tax Registration, Department of Revenue
Employer Registration For Unemployment Insurance, Labor & Industries
Workers' Compensation Insurance, Labor & Industries

Other Considerations, If Appropriate:

Secretary of State: Assumed Business Name, Partnership, Corporation
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

BARBER SHOPS

A. Barber License

Department of Commerce, Professional & Occupational Licensing, (406) 449-3737
Variable
MCA Title 37, Chap. 31

B. Store License

Department of Revenue, Misc. Tax Division, (406) 449-2465
\$11.00 – \$206.00 Annually
MCA Title 15, Chap. 57

Basic Licensing Requirements if Employees Are To Be Hired:

Employer I.D. Number, IRS
Withholding Tax Registration, Department of Revenue
Employer Registration For Unemployment Insurance, Labor & Industries
Workers' Compensation Insurance, Labor & Industries

Other Considerations, If Appropriate:

Secretary of State: Assumed Business Name, Partnership, Corporation
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

SHOE REPAIR AND HAT CLEANING

A. Store License

Department of Revenue, Misc. Tax Division, (406) 449-2465
\$11.00 – \$206.00 Annually
MCA Title 15, Chap. 57

Basic Licensing Requirements if Employees Are To Be Hired:

Employer I.D. Number, IRS
Withholding Tax Registration, Department of Revenue
Employer Registration For Unemployment Insurance, Labor & Industries
Workers' Compensation Insurance, Labor & Industries

Other Considerations, If Appropriate:

Secretary of State: Assumed Business Name, Partnership, Corporation
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

FUNERAL SERVICES

A. Mortician and Funeral Directors/License

Department of Commerce, Professional & Occupational Licensing, (406) 449-3737
Variable, Annually
MCA Title 37, Chap. 19

Basic Licensing Requirements if Employees Are To Be Hired:
Employer I.D. Number, IRS
Withholding Tax Registration, Department of Revenue
Employer Registration For Unemployment Insurance, Labor & Industries
Workers' Compensation Insurance, Labor & Industries

Other Considerations, If Appropriate:

Secretary of State: Assumed Business Name, Partnership, Corporation
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

III. BUSINESS SERVICES

ADVERTISING

Advertising Agencies

Outdoor Advertising Agencies

Advertising, Nec

A. Store License

Department of Revenue, Misc. Tax Division, (406) 449-2465
\$11.00 – \$206.00 Annually
MCA Title 15, Chap. 57

Basic Licensing Requirements if Employees Are To be Hired:

Employer I.D. Number, IRS
Withholding Tax Registration, Department of Revenue
Employer Registration For Unemployment Insurance, Labor & Industries
Workers' Compensation Insurance, Labor & Industries

Other Considerations, If Appropriate:

Secretary of State: Assumed Business Name, Partnership, Corporation
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

BLUEPRINTING AND PHOTOCOPYING

A. Store License

Department of Revenue, Misc. Tax Division, (406) 449-2465
\$11.00 – \$206.00 Annually
MCA Title 15, Chap. 57

Basic Licensing Requirements if Employees Are To Be Hired

Employer I.D. Number, IRS
Withholding Tax Registration, Department of Revenue
Employer Registration For Unemployment Insurance, Labor & Industries
Workers' Compensation Insurance, Labor & Industries

Other Considerations, If Appropriate:

Secretary of State: Assumed Business Name, Partnership, Corporation
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

COMMERCIAL PHOTOGRAPHY AND ART

A. Store License

Department of Revenue, Misc. Tax Division, (406) 449-2465
\$11.00 – \$206.00 Annually
MCA Title 15, Chap. 57

Basic Licensing Requirements if Employees Are To Be Hired:
Employer I.D. Number, IRS
Withholding Tax Registration, Department of Revenue
Employer Registration For Unemployment Insurance, Labor & Industries
Workers' Compensation Insurance, Labor & Industries
Other Considerations, If Appropriate:
Secretary of State: Assumed Business Name, Partnership, Corporation
Local Government Agencies: City & County
See Page 53 For Addresses and Phone Numbers

MAILING, REPRODUCTION & STENOGRAPHIC

A. Store License

Department of Revenue, Misc. Tax Division, (406) 449-2465
\$11.00 – \$206.00 Annually
MCA Title 15, Chap. 57

Basic Licensing Requirements if Employees Are To Be Hired:
Employer I.D. Number, IRS
Withholding Tax Registration, Department of Revenue
Employer Registration For Unemployment Insurance, Labor & Industries
Workers' Compensation Insurance, Labor & Industries
Other Considerations, If Appropriate:
Secretary of State: Assumed Business Name, Partnership, Corporation
Local Government Agencies: City & County
See Page 53 For Addresses and Phone Numbers

PERSONNEL SUPPLY

Employment Agencies

Temporary Help Supply Services

A. Private Employment Agency License

Department of Labor & Industry, Labor Standards Division, (406) 449-5600
\$100.00 plus \$2,000.00 Surety Bond
MCA Title 39, Chap. 5; ARM Title 24, Chap. 19

Basic Licensing Requirements if Employees Are To Be Hired:
Employer I.D. Number, IRS
Withholding Tax Registration, Department of Revenue
Employer Registration For Unemployment Insurance, Labor & Industries
Workers' Compensation Insurance, Labor & Industries
Other Considerations, If Appropriate:
Secretary of State: Assumed Business Name, Partnership, Corporation
Local Government Agencies: City & County
See Page 53 For Addresses and Phone Numbers

DETECTIVE AND PROTECTIVE AGENCIES

A. Private Investigator License

Department of Commerce, Professional & Occupational Licensing, (406) 449-3737
\$25.00 Original, Annual Renewal
MCA Title 37, Chap. 60

Basic Licensing Requirements if Employees Are To Be Hired:
Employer I.D. Number, IRS
Withholding Tax Registration, Department of Revenue
Employer Registration For Unemployment Insurance, Labor & Industries
Workers' Compensation Insurance, Labor & Industries

Other Considerations, If Appropriate:

Secretary of State: Assumed Business Name, Partnership, Corporation
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

PHOTOFINISHING LABORATORIES

A. Store License

Department of Revenue, Misc. Tax Division, (406) 449-2465
\$11.00 – \$206.00 Annual
MCA Title 15, Chap. 57

Basic Licensing Requirements if Employees Are To Be Hired:

Employer I.D. Number, IRS
Withholding Tax Registration, Department of Revenue
Employer Registration For Unemployment Insurance, Labor & Industries
Workers' Compensation Insurance, Labor & Industries

Other Considerations, If Appropriate:

Secretary of State: Assumed Business Name, Partnership, Corporation
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

V. MISCELLANEOUS REPAIR SERVICES

ELECTRIC REPAIR SHOPS

Radio and Television Repair
Refrigeration Service and Repair
Electrical Repair Shops, Nec.

A. Electricians Licence

Department of Commerce, Professional & Occupational Licensing, (406) 449-3737
\$7.50 - \$50.00 Original, Annual Renewal
MCA Title 37, Chap. 63

B. Store License*

Department of Revenue, Misc. Tax Division, (406) 449-2465
\$11.00 – \$206.00 Annually
MCA Title 15, Chap. 57

*If any merchandise is sold.

Basic Licensing Requirements if Employees Are To Be Hired:

Employer I.D. Number, IRS
Withholding Tax Registration, Department of Revenue
Employer Registration For Unemployment Insurance, Labor & Industries
Workers' Compensation Insurance, Labor & Industries

Other Considerations, If Appropriate:

Secretary of State: Assumed Business Name, Partnership, Corporation
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

REUPHOLSTERY AND FURNITURE REPAIR

A. Store License

Department of Revenue, Misc. Tax Division, (406) 449-2465
\$11.00 – \$206.00 Annually
MCA Title 15, Chap. 57

Basic Licensing Requirements if Employees Are To Be Hired

Employer I.D. Number, IRS
Withholding Tax Registration, Department of Revenue
Employer Registration For Unemployment Insurance, Labor & Industries
Workers' Compensation Insurance, Labor & Industries

Other Considerations, If Appropriate:

Secretary of State Assumed Business Name, Partnership, Corporation
Local Government Agencies City & County

See Page 53 For Addresses and Phone Numbers

AUTOMOTIVE REPAIR SHOPS

Top and Body Repair

Tire Retreading and Repair

General Automotive

Automotive Repair, NEC

A. Store License

Department of Revenue, Misc. Tax Division, (406) 449-2465
\$11.00 – \$206.00
MCA Title 15, Chap. 57

Basic Licensing Requirements if Employees Are To Be Hired

Employer I.D. Number, IRS
Withholding Tax Registration, Department of Revenue
Employer Registration For Unemployment Insurance, Labor & Industries
Workers' Compensation Insurance, Labor & Industries

Other Considerations, If Appropriate:

Secretary of State Assumed Business Name, Partnership, Corporation
Local Government Agencies City & County

See Page 53 For Addresses and Phone Numbers

VI. MOTION PICTURES

MOTION PICTURE THEATERS

Motion Picture Theaters

Drive-In Motion Pictures

A. Store License

Department of Revenue, Misc. Tax Division, (406) 449-2465
\$11.00 – \$206.00 Annual
MCA Title 15, Chap. 57

B. Food Purveyor's License

Department of Health, Food & Consumer Safety Bureau, (406) 449-2408
\$20.00 Annual
MCA Title 50, Chap. 50, ARM Title 16, Chap. 10

Basic Licensing Requirements if Employees Are To Be Hired:
Employer I.D. Number, IRS
Withholding Tax Registration, Department of Revenue
Employer Registration For Unemployment Insurance, Labor & Industries
Workers' Compensation Insurance, Labor & Industries

Other Considerations, If Appropriate:
Secretary of State: Assumed Business Name, Partnership, Corporation
Local Government Agencies: City & County
See Page 53 For Addresses and Phone Numbers

BOWLING AND BILLIARD ESTABLISHMENTS

Billiard and Pool Establishments

Bowling Alleys

A. Store License*

Department of Revenue, Misc. Tax Division, (406) 449-2465
\$11.00 – \$206.00 Annually
MCA Title 15, Chap. 57

*If any merchandise is sold.

Basic Licensing Requirements if Employees Are To Be Hired:
Employer I.D. Number, IRS
Withholding Tax Registration, Department of Revenue
Employer Registration For Unemployment Insurance, Labor & Industries
Workers' Compensation Insurance, Labor & Industries

Other Considerations, If Appropriate:
Secretary of State: Assumed Business Name, Partnership, Corporation
Local Government Agencies: City & County
See Page 53 For Addresses and Phone Numbers

SPORTS CLUBS AND PROMOTERS

A. Store License*

Department of Revenue, Misc. Tax Division, (406) 449-2465
\$11.00 – \$206.00 Annually
MCA Title 15, Chap. 57

*If Any Merchandise is Sold.

Basic Licensing Requirements if Employees Are To Be Hired:
Employer I.D. Number, IRS
Withholding Tax Registration, Department of Revenue
Employer Registration For Unemployment Insurance, Labor & Industries
Workers' Compensation Insurance, Labor & Industries

Other Considerations, If Appropriate:
Secretary of State: Assumed Business Name, Partnership, Corporation
Local Government Agencies: City & County
See Page 53 For Addresses and Phone Numbers

RACING, INCLUDING TRACK OPERATIONS

A. Horse Racing License

Department of Commerce, Professional & Occupational License, (406) 449-3737
Variable
MCA Title 23, Chap.

B. Food Purveyor License*

Department of Health, Food & Consumer Safety Bureau, (406) 449-2408

\$20.00 Annually

MCA Title 50, Chap. 50, ARM Title 16, Chap. 10

*If Food is Sold.

NOTE Special Permit to Sell Beer is Usually obtained by Civic Organizations
(See MCA Title 16, Chap. 4, Part 3)

Basic Licensing Requirements if Employees Are To be Hired:

Employer I.D. Number, IRS

Withholding Tax Registration, Department of Revenue

Employer Registration For Unemployment Insurance, Labor & Industries

Workers' Compensation Insurance, Labor & Industries

Other Considerations, If Appropriate:

Secretary of State Assumed Business Name, Partnership, Corporation

Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

PUBLIC GOLF COURSES

A. Store License*

Department of Revenue, Misc. Tax Division, (406) 449-2465

\$11.00 – \$206.00 Annual

MCA Title 15, Chap. 57

* If Any Equipment is Sold.

Basic Licensing Requirements if Employees Are To Be Hired:

Employer I.D. Number, IRS

Withholding Tax Registration, Department of Revenue

Employer Registration For Unemployment Insurance, Labor & Industries

Workers' Compensation Insurance, Labor & Industries

Other Considerations, If Appropriate:

Secretary of State: Assumed Business Name, Partnership, Corporation

Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

MISCELLANEOUS AMUSEMENT, RECREATIONAL SERVICES

Membership Sports & Recreation Clubs

Amusement & Recreation, NEC

A. Store License*

Department of Revenue, Misc. Tax Division, (406) 449-2465

\$11.00 – \$206.00 Annual

MCA Title 15, Chap. 57

B. Swimming Pool or Area Approval

Department of Health, Food & Consumer Safety Bureau, (406) 449-2408

None

MCA Title 50, Chap. 53; ARM Title 16, Chap. 10

*If Any Equipment is Sold.

Basic Licensing Requirements if Employees Are To Be Hired:
Employer I.D. Number, IRS
Withholding Tax Registration, Department of Revenue
Employer Registration For Unemployment Insurance, Labor & Industries
Workers' Compensation Insurance, Labor & Industries

Other Considerations, If Appropriate:
Secretary of State: Assumed Business Name, Partnership, Corporation
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

VIII. HEALTH SERVICES

PHYSICIANS' OFFICES

A. Medical Doctor's License

Department of Commerce, Professional & Occupational Licensing, (406) 449-3737
\$100.00 Original, Annual Renewal
MCA Title 37, Chap. 3

Basic Licensing Requirements if Employees Are To Be Hired:
Employer I.D. Number, IRS
Withholding Tax Registration, Department of Revenue
Employer Registration For Unemployment Insurance, Labor & Industries
Workers' Compensation Insurance, Labor & Industries

Other Considerations, If Appropriate:
Secretary of State: Assumed Business Name, Partnership, Corporation
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

DENTISTS' OFFICES

A. Dentist License

Department of Commerce, Professional & Occupational Licensing, (406) 449-3737
\$20.00 Original, Annual Renewal
MCA Title 37, Chap. 4

B. Dental Hygienist License

Department of Commerce, Professional & Occupational Licensing, (406) 449-3737
\$15.00 Original, Annual Renewal
MCA Title 37, Chap. 4

Basic Licensing Requirements if Employees Are To be Hired:
Employer I.D. Number, IRS
Withholding Tax Registration, Department of Revenue
Employer Registration For Unemployment Insurance, Labor & Industries
Workers' Compensation Insurance, Labor & Industries

Other Considerations, If Appropriate:
Secretary of State: Assumed Business Name, Partnership, Corporation
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

OTHER HEALTH PRACTITIONERS

OSTEOPATHIC PHYSICIANS' OFFICES

A. Osteopathic Physician License

Department of Commerce, Professional & Occupational Licensing, (406) 449-3737
\$20.00 Original, Annual Renewal
MCA Title 37, Chap. 5

CHIROPRACTORS' OFFICES

A. Chiropractor License

Department of Commerce, Professional & Occupational Licensing, (406) 449-3737
\$50.00 Original, Annual Renewal
MCA Title 37, Chap. 12

OPTOMETRISTS' OFFICES

A. Optometrist License

Department of Commerce, Professional & Occupational Licensing, (406) 449-3737
\$35.00 Original, Annual Renewal
MCA Title 37, Chap. 10

Basic Licensing Requirements if Employees Are To Be Hired:

Employer I.D. Number, IRS
Withholding Tax Registration, Department of Revenue
Employer Registration For Unemployment Insurance, Labor & Industries
Workers' Compensation Insurance, Labor & Industries

Other Considerations, If Appropriate:

Secretary of State: Assumed Business Name, Partnership, Corporation
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

NURSING AND PROFESSIONAL CARE FACILITIES

Skilled Nursing Care Facilities

Nursing and Personal Care, Nec.

A. Nurse License

Department of Commerce, Professional & Occupational Licensing, (406) 449-3737
\$35.00 Original, Annual Renewal
MCA Title 37, Chap. 8

B. Nursing Home Administrators License

Department of Commerce, Professional & Occupational Licensing, (406) 449-3737
\$100.00 Original, Annual Renewal
MCA Title 37, Chap. 9

C. Certificate of Need*

Department of Health, Hospital & Medical Facilities Division, (406) 449-3121
None
MCA Title 50, Chap. 5; ARM Title 16, Chap. 32

*Required prior to receiving Health Care Facility License

D. Hospital Related Facility License

Department of Health, Hospital & Medical Facilities Division, (406) 449-2037
20 Beds or Less \$20.00
21 Beds or More \$1.00 per bed
MCA Title 50, Chap. 5, ARM Title 16, Chap. 32

Basic Licensing Requirements if Employees Are To Be Hired:

Employer I.D. Number, IRS
Withholding Tax Registration, Department of Revenue
Employer Registration For Unemployment Insurance, Labor & Industries
Workers' Compensation Insurance, Labor & Industries

Other Considerations, If Appropriate:

Secretary of State: Assumed Business Name, Partnership, Corporation
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

HOSPITALS

GENERAL MEDICAL & SURGICAL HOSPITALS

A. Hospital License

Department of Health, Facilities Licensing & Certification Bureau, (406) 449-3121
\$20.00 - 20 Beds or Less; 21 Beds or More - \$1.00 per bed
MCA Title 50, Chap. 5; ARM Title 16, Chap. 32

B. Certificate of Need

Department of Health, Health Planning & Resource Dev., (406) 449-2037
None
MCA Title 50, Chap. 5; ARM Title 16, Chap. 32

SPECIALTY HOSPITALS, EXCEPT – PSYCHIATRIC

A. Hospital Related Facility License

Department of Health, Facilities Licensing & Certification Bureau, (406) 449-3121
\$20.00 - 20 Beds or Less; 21 Beds or More - \$1.00 per bed
MCA Title 50, Chap. 5; ARM Title 16, Chap. 32

B. Certificate of Need

Department of Health, Health Planning & Resource Dev., (406) 449-2037
None
MCA Title 50, Chap. 5; ARM Title 16, Chap. 32

Basic Licensing Requirements if Employees Are To Be Hired:

Employer I.D. Number, IRS
Withholding Tax Registration, Department of Revenue
Employer Registration For Unemployment Insurance, Labor & Industries
Workers' Compensation Insurance, Labor & Industries

Other Considerations, If Appropriate:

Secretary of State: Assumed Business Name, Partnership, Corporation
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

MEDICAL AND DENTAL LABORATORIES

MEDICAL LABORATORIES

A. Approval to do Pre-Marital or Pre-Natal Serological Tests

Department of Health, Microbiology Laboratory Bureau, (406) 449-2462
None
MCA Title 40, Chap. 1; ARM Title 16, Chap. 38

Basic Licensing Requirements if Employees Are To Be Hired
Employer I.D. Number, IRS
Withholding Tax Registration, Department of Revenue
Employer Registration For Unemployment Insurance, Labor & Industries
Workers' Compensation Insurance, Labor & Industries
Other Considerations, If Appropriate
Secretary of State Assumed Business Name, Partnership, Corporation
Local Government Agencies City & County
See Page 53 For Addresses and Phone Numbers

OUTPATIENT CARE FACILITIES

- A. Certificate of Need**
Department of Health, Planning & Resource Dev., (406) 449-3121
None
MCA Title 50, Chap. 5; ARM Title 16, Chap. 32
- B. Hospital Related Facilities License**
Department of Health, Facilities Licensing & Certification Bur., (406) 449-2037
20 Beds or Less - \$20.00; 21 Beds or More - \$1.00 per bed
MCA Title 50, Chap. 5; ARM Title 16, Chap. 32

Basic Licensing Requirements if Employees Are To Be Hired:
Employer I.D. Number, IRS
Withholding Tax Registration, Department of Revenue
Employer Registration For Unemployment Insurance, Labor & Industries
Workers' Compensation Insurance, Labor & Industries
Other Considerations, If Appropriate:
Secretary of State: Assumed Business Name, Partnership, Corporation
Local Government Agencies: City & County
See Page 53 For Addresses and Phone Numbers

HEALTH & ALLIED SERVICES, NEC.

- A. Approval of Alcohol Treatment Services***
Department of Institutions, Alcohol and Drug Abuse Division, (406) 449-2827
None
MCA Title 53, Chap. 24
*If Applicable.

Basic Licensing Requirements if Employees Are To Be Hired:
Employer I.D. Number, IRS
Withholding Tax Registration, Department of Revenue
Employer Registration For Unemployment Insurance, Labor & Industries
Workers' Compensation Insurance, Labor & Industries
Other Considerations, If Appropriate:
Secretary of State: Assumed Business Name, Partnership, Corporation
Local Government Agencies: City & County
See Page 53 For Addresses and Phone Numbers

IX. LEGAL SERVICES

ATTORNEYS

- A. Attorney License**
Clerk of Supreme Court (406) 449 3858
\$25.00 Original Application, \$10.00 Annual
MCA Title 37, Chap. 61

Basic Licensing Requirements if Employees Are To Be Hired:

Employer I.D. Number, IRS
Withholding Tax Registration, Department of Revenue
Employer Registration For Unemployment Insurance, Labor & Industries
Workers' Compensation Insurance, Labor & Industries

Other Considerations, If Appropriate:

Secretary of State: Assumed Business Name, Partnership, Corporation
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

BUSINESS & SECRETARIAL SCHOOLS

A. Proprietary School License

Department of Commerce, Consumer Affairs Unit, (406) 449-3163
\$50.00 Original, \$25.00 Renewal plus \$10,000.00 Surety Bond
MCA Title 20, Chap. 30; ARM Title 8, Chap. 3

B. Proprietary School Agent Permit

Department of Commerce, Consumer Affairs Unit, (406) 449-3163
\$15.00 Plus \$1,000.00 Surety Bond
MCA Title 20, Chap. 30; ARM Title 8, Chap. 3

Basic Licensing Requirements if Employees Are To be Hired:

Employer I.D. Number, IRS
Withholding Tax Registration, Department of Revenue
Employer Registration For Unemployment Insurance, Labor & Industries
Workers' Compensation Insurance, Labor & Industries

Other Considerations, If Appropriate:

Secretary of State: Assumed Business Name, Partnership, Corporation
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

VOCATIONAL SCHOOLS

A. Proprietary School License

Department of Commerce, Consumer Affairs Unit, (406) 449-3163
\$50.00 Original, \$25.00 Renewal Plus \$10,000.00 Surety Bond
MCA Title 20, Chap. 30; ARM Title 8, Chap. 3

B. Proprietary School Agent Permit

Department of Commerce, Consumer Affairs Unit, (406) 449-3163
\$15.00 Plus \$1,000.00 Surety Bond
MCA Title 20, Chap. 30; ARM Title 8, Chap. 3

Basic Licensing Requirements if Employees Are To Be Hired:

Employer I.D. Number, IRS
Withholding Tax Registration, Department of Revenue
Employer Registration For Unemployment Insurance, Labor & Industries
Workers' Compensation Insurance, Labor & Industries

Other Considerations, If Appropriate:

Secretary of State: Assumed Business Name, Partnership, Corporation
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

XI. SOCIAL SERVICES

INDIVIDUAL & FAMILY SERVICES

A. Day Care License

Department of Social & Rehabilitation Services, Community Services Div.,
(406) 449-3865

None

MCA Title 53, Chap. 4, ARM Title 46, Chap. 5

Basic Licensing Requirements if Employees Are To Be Hired.

Employer I.D. Number, IRS

Withholding Tax Registration, Department of Revenue

Employer Registration For Unemployment Insurance, Labor & Industries

Workers' Compensation Insurance, Labor & Industries

Other Considerations, If Appropriate:

Secretary of State: Assumed Business Name, Partnership, Corporation

Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

CHILD CARE SERVICES

A. Child Care Agency License

Dept. of Social & Rehab. Services, Community Services Division, (406) 449-3865

None

MCA Title 41, Chap. 3; ARM Title 46, Chap. 5

Basic Licensing Requirements if Employees Are To be Hired:

Employer I.D. Number, IRS

Withholding Tax Registration, Department of Revenue

Employer Registration For Unemployment Insurance, Labor & Industries

Workers' Compensation Insurance, Labor & Industries

Other Considerations, If Appropriate:

Secretary of State: Assumed Business Name, Partnership, Corporation

Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

RESIDENTIAL CARE

A. Group Home License

Department of Social & Rehab. Services, Community Services Div., (406) 449-3865

None

MCA Title 53, Chap. 20; ARM Title 46, Chap. 5

Basic Licensing Requirements if Employees Are To Be Hired:

Employer I.D. Number, IRS

Withholding Tax Registration, Department of Revenue

Employer Registration For Unemployment Insurance, Labor & Industries

Workers' Compensation Insurance, Labor & Industries

Other Considerations, If Appropriate:

Secretary of State: Assumed Business Name, Partnership, Corporation

Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

SOCIAL SERVICES, NEC.

A. Adult Foster Care

Dept. of Social & Rehab. Services, Community Services Division, (406) 449-3865

None

MCA Title 53, Chap. 5; ARM Title 46, Chap. 5

Basic Licensing Requirements if Employees Are To Be Hired:
Employer I.D. Number, IRS
Withholding Tax Registration, Department of Revenue
Employer Registration For Unemployment Insurance, Labor & Industries
Workers' Compensation Insurance, Labor & Industries

Other Considerations, If Appropriate:

Secretary of State: Assumed Business Name, Partnership, Corporation
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

IVX. MISCELLANEOUS SERVICES

ENGINEERING AND ARCHITECTURAL SERVICES

A. Engineer & Land Surveyor License

Department of Commerce, Professional & Occupational Licensing, (406) 449-3737

Variable

MCA Title 37, Chap. 67

B. Architect License

Department of Commerce, Professional & Occupational Licensing, (406) 449-3737

\$20.00 Original, Annual Renewal

MCA Title 37, Chap. 65

Basic Licensing Requirements if Employees Are To Be Hired:

Employer I.D. Number, IRS
Withholding Tax Registration, Department of Revenue
Employer Registration For Unemployment Insurance, Labor & Industries
Workers' Compensation Insurance, Labor & Industries

Other Considerations, If Appropriate:

Secretary of State: Assumed Business Name, Partnership, Corporation
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

ACCOUNTING, AUDITING & BOOKKEEPING

A. Public Accountant License

Department of Commerce, Professional & Occupational Licensing, (406) 449-3737

\$15.00 Original, Annual Renewal

MCA Title 37, Chap. 50

Basic Licensing Requirements if Employees Are To Be Hired:

Employer I.D. Number, IRS
Withholding Tax Registration, Department of Revenue
Employer Registration For Unemployment Insurance, Labor & Industries
Workers' Compensation Insurance, Labor & Industries

Other Considerations, If Appropriate:

Secretary of State: Assumed Business Name, Partnership, Corporation
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

OTHER REQUIREMENTS

THE BASICS

If employees are hired for a new business, there are several basic requirements that must be fulfilled. These include obtaining a Federal Employer Identification Number and filing a State Withholding Tax Registration.

It will also be necessary to file an Employer Registration for Unemployment Insurance with the Department of Labor and Industry. Under this program, all employers are required to pay a tax on their payrolls at quarterly intervals. This tax is used to finance the payment of benefits to unemployed workers. The tax rate for a particular employer depends on the benefits charged against the employer's account.

It is also mandatory that employees be covered by Workers' Compensation Insurance, which provides compensation and medical benefits to employees injured on the job. Neither general liability nor health and accident insurance policies are substitutes for workers' compensation insurance. Employers may obtain coverage through certain private insurance companies or from the state-operated insurance program. Employers pay the insurance premiums based on a percentage of their employees' salaries. The law prohibits employers from deducting or obtaining any part of the premium from employees.

Any business that is operated under an assumed business name, as a partnership or corporation, should register with the Secretary of State. An assumed business name is defined as any name other than the full, true and correct name of the person operating the business.

Depending on the type of business you engage in, you may be subject to other federal, state and/or local government regulations. The Business Licensing Center will provide you with the information necessary to comply with these regulations.

On request, a Licensing Guide Sheet will be prepared for any business operation. It will indicate the licenses needed and the agencies to contact. Application forms will be provided for most licenses and basic registrations. See page 53 for a sample Licensing Guide Sheet.

LICENSING GUIDE SHEET

Montana Business Licensing Center
Department of Commerce
1424 Ninth Avenue
Helena, Montana 59620
406-449-3757

Date _____
Name _____
Address _____
City & County _____
Type of Business _____

BASIC LICENSING REQUIREMENTS IF EMPLOYEES ARE TO BE HIRED:
(Forms Enclosed if Checked)

Employer I.D. Number (Form SS-4)
Internal Revenue Service
Federal Building
Helena, Montana 59626
Information: 406-443-2320 - for Helena
residents only
Toll Free: 800-332-2275
(Also required if Partnership or
Corporation is formed)

Employer Registration for Unemployment
Insurance (Form UI-1)
Dept. of Labor & Industry, UI Division
Employment Security Building
Helena, Montana 59620
406-449-3834

Withholding Tax Registration (Form ER-1)
Department of Revenue
Withholding Tax Section
Mitchell Building
Helena, Montana 59620
406-449-3478

Workers' Compensation Insurance
Dept. of Labor & Industry, Workers'
Compensation Division
815 Front Street
Helena, Montana 59620
State Fund: 406-449-3432
Plan I & II: 406-449-3721

SPECIAL STATE REQUIREMENTS FOR YOUR BUSINESS ACTIVITY:

Type of License _____
Department _____
Address _____
Phone _____
Cost _____

Type of License _____
Department _____
Address _____
Phone _____
Cost _____

* * * * *

If your business is operated under an assumed business name, as a partnership or corporation, you should contact

Secretary of State
State Capitol
Helena, Montana 59620
406-449-3665

LOCAL GOVERNMENT AGENCIES TO CONTACT:

County: _____

City: _____

Every effort has been made to be accurate and comprehensive. However, this is not a legal document and should not be relied on exclusively to determine legal responsibilities.

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